

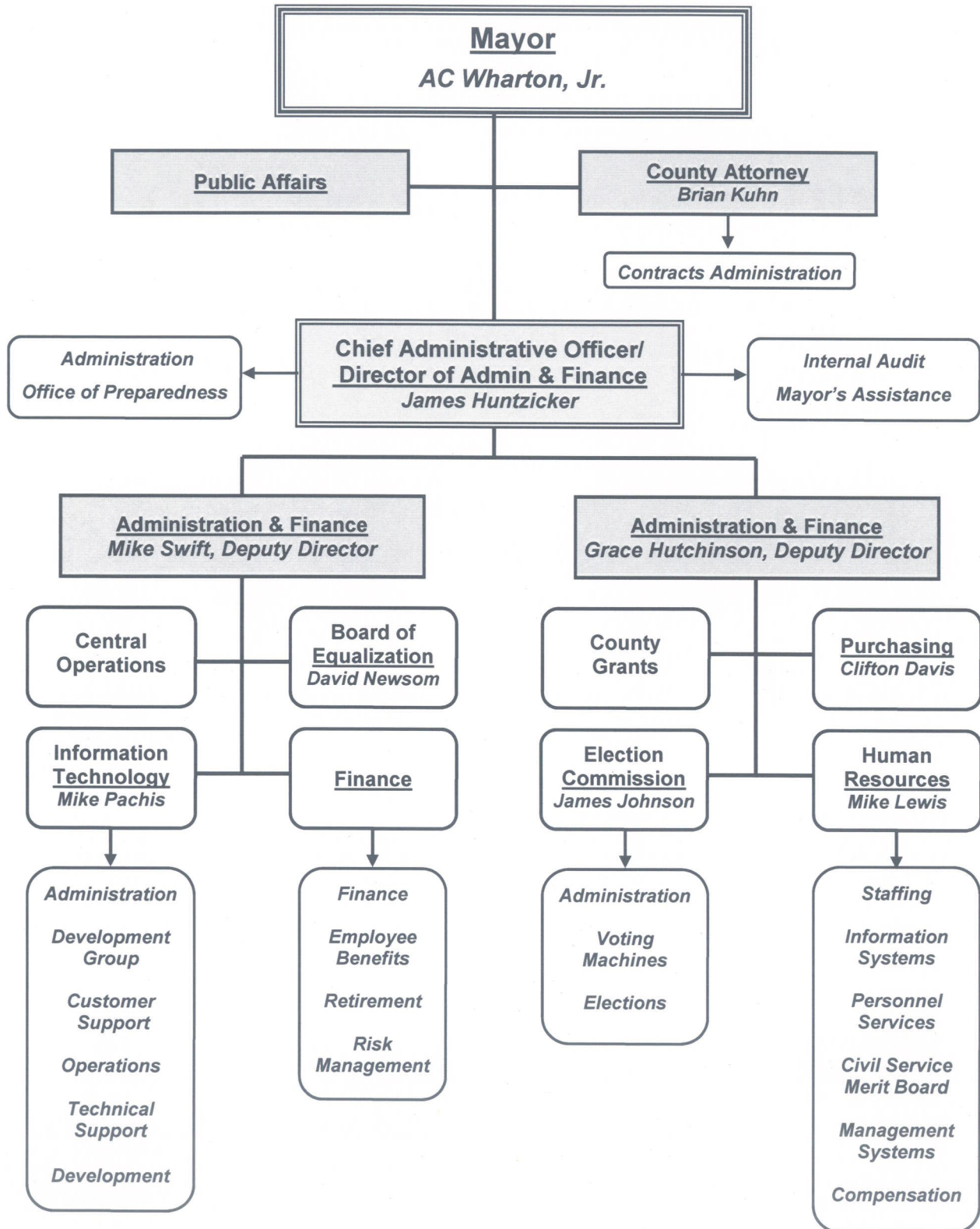
DIVISION OF ADMINISTRATION & FINANCE



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ADMINISTRATION & FINANCE DIVISION

Organizational Chart by Program



Division Overview for FY10-11

Administration and Finance

Jim Huntzicker, Director

MISSION STATEMENT:

The Division of Administration and Finance consists of:

- Administrative Functions – Mayor provides leadership and direction for Shelby County; Chief Administrative Officer carries out the directives of the Mayor and coordinates all functions under the Mayor; County Attorney provides legal counsel and assistance to the Mayor, County Commission and all elected officials; Board of Equalization; and Election Commission. The purpose of the Administrative Functions is to provide leadership and Direction for County Government and to carry out administrative functions of property tax assessment appeals and elections.
- Support Functions – Purchasing, Information Technologies, Finance and Human Resources. The purpose of the support functions is to provide support to all other areas of government so that they can function effectively and efficiently.
- Other – Central Operations accounts for general revenue and countywide expenditures such as insurance, audit and support for the Regional Medical Center. County Grants accounts for support for related entities and grants to non-profit entities.

STRATEGIC GOALS:

The strategic goals of the Administration are addressed in the Mayor's letter at the front of the budget document. The strategic goals of the support functions are to provide tools and support for the service departments to allow services to be provided in an effective and efficient manner. The division's goals include making sure all purchases are handled in an ethical and economical manner, ensuring that the computer systems and telephone systems are operational virtually all the time and we are responsive to opportunities to make service operations more effective and efficient through improved technologies. The Division also makes financial data readily available on a timely basis and provides departments prompt support with all personnel matters.

ISSUES & TRENDS:

The demand for information and support continually increases. While substantial strides have been made through the use of technology including digital imaging, providing increasing amount of information and support requires resources. Budget constraints have required shrinking County Government which reduces available resources and support services tend to be the first areas required to make reductions because no one wants to reduce services.

FY08-09 PERFORMANCE HIGHLIGHTS:

- The Mayor convened a blue ribbon task force which developed short and long term strategy for the Regional Medical Center (The Med). A new operating plan for the Med is now being developed with the assistance of FTI Cambio.
- A major emphasis has been placed on economic development including embarking on a broad economic growth initiative called Memphis Fast Forward.
- A major upgrade of the telephone system was completed.
- The budget process has been streamlined to focus on programs and expanded to include multiple years. The budget is now submitted to the County Commission at least six months prior to the start of the fiscal year.

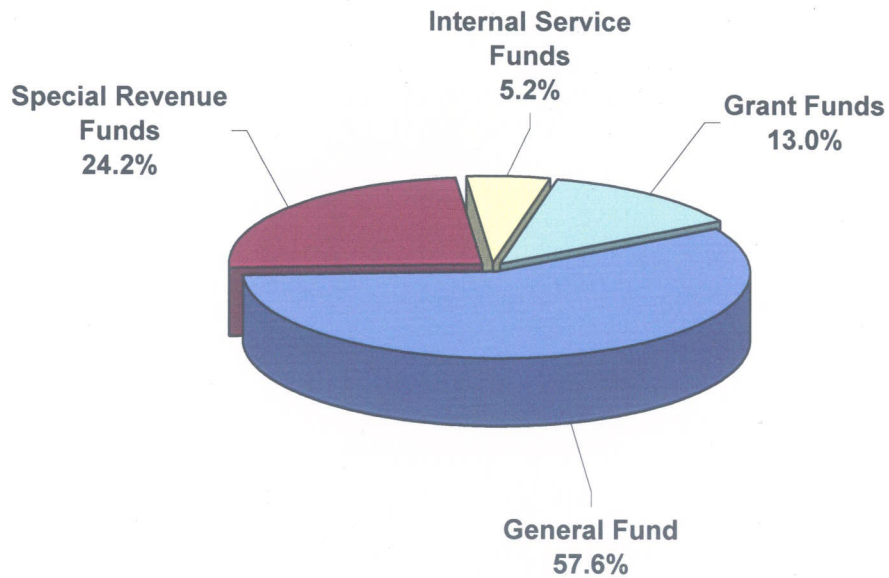
FY09-10 BUDGET HIGHLIGHTS:

The FY09 budget is a continuation budget. No new programs are being proposed within the Division of Administration and Finance. However, we are requesting \$500,000 for a major upgrade of the County website. Funding requirements for the Med will have to be considered as the needs of the Med become better defined.

ADMINISTRATION & FINANCE DIVISION
Division Totals by Fund Type
FY10 Proposed Budget

FUND NAME	REVENUE	EXPENDITURES	TRANSFERS	NET OPERATIONS	% of Total
GENERAL FUND	(260,777,727)	49,721,821	10,069,948	(200,985,958)	57.6%
SPECIAL REVENUE FUNDS:					
Hotel-Motel Tax Fund	(24,700,000)	17,894,011	6,805,989	-	20.7%
Car Rental Tax Fund	(2,000,000)	2,000,000		-	2.3%
Economic Development Fund	-	1,000,000	(1,000,000)	-	1.2%
TOTAL SPECIAL REVENUE FUNDS	(26,700,000)	20,894,011	5,805,989	-	24.2%
INTERNAL SERVICE FUND					
Telecommunications	(4,518,139)	4,518,139	-	-	5.2%
GRANT FUNDS	(11,194,138)	11,194,138	-	-	13.0%
TOTAL DIVISION - ALL FUNDS	(303,190,004)	86,328,109	15,875,937	(200,985,958)	100.0%

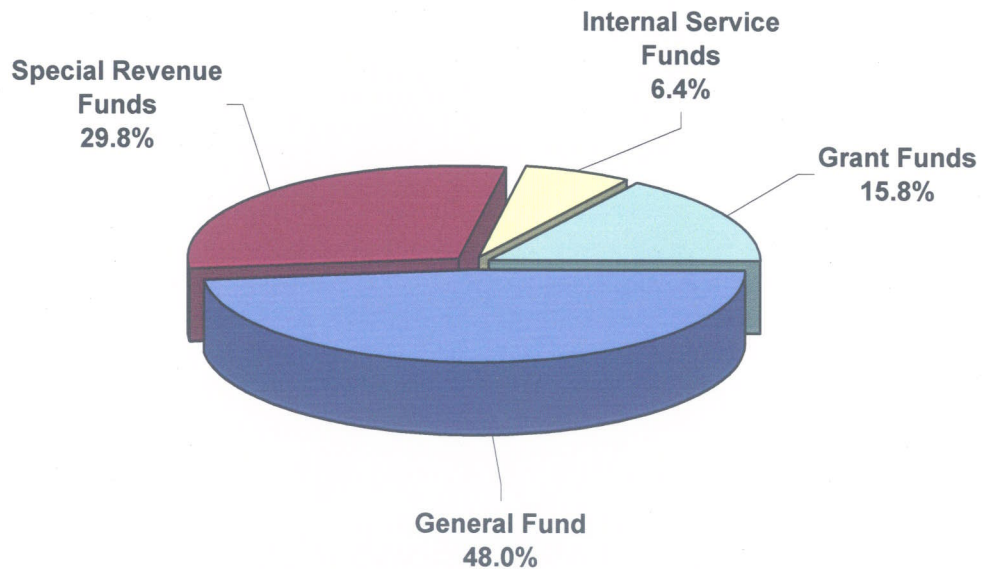
FY10 Expenditures by Fund



ADMINISTRATION & FINANCE DIVISION
Division Totals by Fund Type
FY11 Proposed Budget

FUND NAME	REVENUE	EXPENDITURES	TRANSFERS	NET OPERATIONS	% of Total
GENERAL FUND	(257,896,379)	34,050,410	9,539,819	(214,306,150)	48.0%
SPECIAL REVENUE FUNDS:					
Hotel-Motel Tax Fund	(24,900,000)	18,140,968	6,759,032	-	25.6%
Car Rental Tax Fund	(2,000,000)	2,000,000		-	2.8%
Economic Development Fund	-	1,000,000	(1,000,000)	-	1.4%
TOTAL SPECIAL REVENUE FUNDS	(26,900,000)	21,140,968	5,759,032	-	29.8%
INTERNAL SERVICE FUND					
Telecommunications	(4,557,261)	4,557,261	-	-	6.4%
GRANT FUNDS	(11,204,883)	11,204,883	-	-	15.8%
TOTAL DIVISION - ALL FUNDS	(300,558,523)	70,953,522	15,298,851	(214,306,150)	100.0%

FY11 Expenditures by Fund



ADMINISTRATION & FINANCE DIVISION

Position Totals by Program/Fund

FY07 - FY10-11 Proposed Budget

FUND/PROGRAM:	FY 07 ACTUAL	FY 08 ACTUAL	FY 09 BUDGET	FY 10-11 PROPOSED	Change
GENERAL FUND:					
200101 - Mayor's Office	5	5	5	5	-
200201 - Public Affairs	6	6	4	4	-
200301 - CAO-Administration	9	9	9	9	-
200302 - Internal Audit	7	7	6	6	-
200303 - Office of Preparedness	-	2	1	1	-
200305 - Mayor's Assistance Center	7	10	9	9	-
200901 - County Attorney	32	32	32	32	-
200902 - Contracts Administration	5	6	6	6	-
201101 - Director & Staff - A & F	4	4	4	4	-
201401 - Staffing	4	6	6	6	-
201402 - Human Resources Info Sys	5	5	5	5	-
201404 - Personnel Services	15	6	6	6	-
201405 - Civil Service Merit Board	2	2	2	2	-
201406 - Management Systems Dev	21	21	20	19	(1)
201407 - Compensation	-	7	5	5	-
201701 - Purchasing	11	13	11	10	(1)
201801 - I T Administration	7	7	4	4	-
201802 - Development Group I	14	15	15	14	(1)
201803 - Customer Support	18	18	19	18	(1)
201804 - Operations	21	21	20	20	-
201805 - Technical Support	15	14	14	14	-
201807 - Development Center	17	18	18	18	-
202501 - Finance	32	32	34	34	-
202503 - Employee Benefits	5	5	5	5	-
202507 - Retirement	7	7	7	7	-
202508 - Employee Assistance Program*	8	8	6	-	(6)
202516 - Risk Management	7	7	6	6	-
202801 - Board of Equalization	9	9	9	9	-
202901 - EC - Administration	20	20	19	19	-
202902 - Voting Machines	6	6	7	6	(1)
TOTAL POSITIONS - GENERAL FUND	319	328	314	303	(11)
SPECIAL REVENUE FUNDS:	-	-	-	-	-
INTERNAL SERVICE FUND:					
201501 - Telecommunications	6	4	4	3	(1)
GRANT FUNDS:	-	10	10	5	(5)
TOTAL POSITIONS - ALL FUNDS	325	342	328	311	(17)

*EAP services were outsourced effective 12/1/08

DIVISION OF ADMINISTRATION & FINANCE



GENERAL FUND

**General Fund
Proposed Biennial Budget
Mayor's Administration
Division of Administration & Finance**

	<u>FY2010</u>	<u>FY2011</u>
Maintenance Level Budget, as submitted:	(200,985,958)	(214,306,150)
(with revenues in excess of expenditures)		
 <i>Increase Requests:</i>		
200901 County Attorney	115,000	115,000
202801 Board of Equalization	94,947	-
202901 Election Commission - Administration	136,300	-
202902 Voting Machines	41,449	41,863
Sub-total increase requests	<u>387,696</u>	<u>156,863</u>
 Total Administration & Finance Budget Request	 <u>(200,598,262)</u>	 <u>(214,149,287)</u>

Fiscal 2010 Proposed Budget Increase Request

ADMINISTRATION & FINANCE

<i>Program Description</i>		<i>New</i>	<i>Salaries</i>	<i>Operations</i>	<i>Revenue</i>	<i>Total</i>
		<i>Positions</i>				
200901	County Attorney	0	0	115,000	0	115,000

The increase in court fees and professional fees is based on the last two years total cost along with the increase cost for court interpreters and the current cost for the Ethics Commission.

202801 Board of Equalization	0	0	94,947	0	94,947
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Due to the reappraisal, we anticipate serving many more taxpayers and will require additional administrative expense to pay for the Board members and the Hearing Officers. This will also require extensive mail outs which will increase the postage necessary to operate this office. A corresponding reduction will be requested in FY11 to restore funding to FY09 level.

202901 EC - Adminstration	0	0	136,300	0	136,300
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The Election Commission is requesting this increase due to the increase in postage. We will have to conduct our Verification/Confirmation Process in 2010 which will cause us to mail to approximately 120,000 voters. This process is in addition to our normal mailings to voters for registration cards, polling location changes and general voter corrections and changes.

We are asking for an increase because next year the Commission will be searching for a vendor to replace the current voter registration system. This will require an outside consultant and site visits to review systems in other jurisdictions.

202902 Voting Machines	1	33,234	8,215	0	41,449
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The position of voting machine technician is evolving into a computer technician or data specialist, or similar named position. The Election Commission continues to expand its use of technology to assist in serving the voters of Shelby County. Recently, September 19, 2008, the commission began implementing a new electronic poll book device. This technology, along with the electronic voting machines and the service requirement to keep the large number of computers equipment operational, it is necessary to reinstate this position, Voting Machine Technician B. But, expand the responsibilities to include computer operations, voting machine maintenance, repair and set up. The position must be able to trouble shoot and test communication networks to insure connectivity of early voting sites to EC's main server. Recently, the commission has purchased new equipment for election day use, electronic poll book. Due to the growing demand on the commission we need to stabilize our work force and hire good employees, who have the experience, knowledge and abilities to prepare and support our tabulation and vote tabulation.

Summary for 'Division' = 20

DIVISION TOTAL	1	33,234	354,462	0	387,696
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Fiscal 2011 Proposed Budget Increase Request

ADMINISTRATION & FINANCE

<i>Program Description</i>		<i>New</i>				
		<i>Positions</i>	<i>Salaries</i>	<i>Operations</i>	<i>Revenue</i>	<i>Total</i>
200901	County Attorney	0	0	115,000	0	115,000

The increase in court fees and professional fees is based on the last two years total cost along with the increase cost for court interpreters and the current cost for the Ethics Commission.

202902	Voting Machines	1	33,648	8,215	0	41,863
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The position of voting machine technician is evolving into a computer technician or data specialist, or similar named position. The Election Commission continues to expand its use of technology to assist in serving the voters of Shelby County. Recently, September 19, 2008, the commission began implementing a new electronic poll book device. This technology, along with the electronic voting machines and the service requirement to keep the large number of computers equipment operational, it is necessary to reinstate this position, Voting Machine Technician B. But, expand the responsibilities to include computer operations, voting machine maintenance, repair and set up. The position must be able to trouble shoot and test communication networks to insure connectivity of early voting sites to EC's main server. Recently, the commission has purchased new equipment for election day use, electronic poll book. Due to the growing demand on the commission we need to stabilize our work force and hire good employees, who have the experience, knowledge and abilities to prepare and support our tabulation and vote tabulation.

Summary for 'Division' = 20

DIVISION TOTAL	1	33,648	123,215	0	156,863
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ADMINISTRATION & FINANCE DIVISION
Division Totals by Program - General Fund
FY07 - FY10/11 Proposed Budget

PROGRAM NUMBER AND NAME		FY07 ACTUAL	FY08 ACTUAL	FY09 BUDGET	FY10	FY11
					PROPOSED	
200101	Mayor's Office	446,613	790,548	788,306	811,863	839,742
200201	Public Affairs	452,156	299,398	357,211	351,194	366,287
200301	CAO-Administration	1,081,875	1,087,955	1,071,577	1,105,660	1,144,172
200302	Internal Audit	500,281	466,226	510,039	534,117	557,310
200303	Office of Preparedness	-	440,222	482,880	502,453	508,294
200305	Mayor's Assistance Center	387,313	605,011	582,131	619,532	645,817
200901	County Attorney	3,133,789	3,319,133	3,279,620	3,398,231	3,529,145
200902	Contracts Administration	328,391	391,672	435,752	448,157	467,366
201101	Director & Staff - A & F	1,004,793	632,643	199,771	217,347	237,279
201201	Central Operations	(207,522,825)	(226,235,221)	(223,369,014)	(231,014,049)	(246,400,060)
201301	County Grants	1,518,500	2,003,038	1,838,500	1,838,500	1,338,500
201401	Staffing	186,860	348,878	360,161	386,547	402,655
201402	Human Resources Info Sys	276,240	280,581	297,500	305,253	319,172
201404	Personnel Services	1,058,616	594,432	614,107	626,052	648,831
201405	Civil Service Merit Board	175,841	190,044	183,855	190,531	198,159
201406	Management Systems Dev	913,007	955,740	1,069,509	1,109,942	1,160,182
201407	Compensation	-	450,240	300,493	314,096	329,268
201701	Purchasing	563,400	658,828	746,680	773,803	804,179
201801	I T Administration	(1,222,163)	(768,871)	(1,182,542)	(1,189,986)	(1,170,776)
201802	Development Group	1,173,470	1,251,342	1,331,734	1,385,290	1,444,951
201803	Customer Support	1,517,340	1,672,322	1,756,087	1,826,684	1,894,589
201804	Operations	2,514,843	2,453,781	2,637,766	2,792,240	2,845,986
201805	Technical Support	1,290,162	1,571,479	1,624,958	1,680,800	1,743,867
201807	Development Center	2,639,126	2,729,035	2,958,130	3,030,312	3,114,480
202501	Finance	2,111,393	2,170,087	2,485,114	2,588,545	2,699,850
202503	Employee Benefits	285,386	323,160	361,956	377,124	393,277
202507	Retirement	1,474	(20,029)	(8,822)	(9,339)	(5,280)
202508	Employee Assistance Program	404,335	236,083	(334,134)	-	-
202516	Risk Management	408,038	412,409	155,748	171,947	191,352
202801	Board of Equalization	278,974	250,539	465,100	478,238	498,022
202901	Election Commission - Admin	1,232,807	1,336,439	1,587,378	1,682,798	1,730,525
202902	EC - Voting Machines	403,248	431,327	490,825	499,275	513,545
202903	EC - March (May) Election	-	93,755	-	1,180,885	-
202904	EC - August Election	1,062,114	-	1,200,556	-	1,271,422
202905	EC - October Election	-	(54,540)	-	-	-
202906	EC - November Election	911,558	-	1,181,404	-	1,431,742
202907	EC - Special Election	(1,748)	(52,942)	-	-	-
GENERAL FUND DIVISION TOTALS		(180,484,793)	(198,685,256)	(193,539,664)	(200,985,958)	(214,306,150)

ADMINISTRATION & FINANCE DIVISION
Division Totals by Account - General Fund
FY07 - FY10/11 Proposed Budget

ACCOUNT NUMBER AND NAME	FY07 ACTUAL	FY08 ACTUAL	FY09 BUDGET	FY10	FY11
				PROPOSED	
40 - Property Taxes	(204,672,539)	(208,023,667)	(203,858,000)	(207,147,545)	(209,221,545)
41 - Local Taxes	(25,473,175)	(35,721,000)	(32,830,000)	(32,400,000)	(32,400,000)
42 - Local Revenue	(4,675,621)	(6,047,392)	(4,835,642)	(4,710,082)	(4,789,934)
43 - State Revenue	(14,546,671)	(15,089,017)	(13,481,450)	(12,934,200)	(7,934,200)
46 - Elected Officials' Fines & Fees	(2,231,941)	(1,835,789)	(1,543,500)	(1,483,500)	(1,448,500)
47 - Other Revenue	(5,144,569)	(1,329,611)	(1,839,662)	(2,102,400)	(2,102,200)
Revenue	(256,744,516)	(268,046,476)	(258,388,254)	(260,777,727)	(257,896,379)
51A - Salaries	14,814,675	15,483,651	16,981,104	16,454,442	18,799,294
51B - Other Compensation	340,142	220,421	326,335	268,675	358,750
55 - Fringe Benefits	1,934,031	5,364,265	5,042,183	5,369,688	5,952,039
56A - Salary Restriction	-	-	(4,070,303)	(4,070,303)	(4,070,303)
Salaries & Fringe Benefits	17,088,848	21,068,337	18,279,319	18,022,502	21,039,780
60 - Supplies	1,129,673	1,321,820	1,317,745	1,378,962	1,421,764
64 - Services	788,443	822,625	899,081	766,653	977,653
66 - Professional & Contracted Svcs	3,612,999	3,622,701	4,173,420	4,253,030	4,265,030
67 - Rent, Utilities & Maint	1,697,077	1,640,431	1,743,840	1,799,965	1,874,356
68 - Interdepartmental Charges/Exp	2,248,814	1,299,974	1,701,922	1,392,841	1,605,841
69 - Intergovernmental Expenditures	244,531	258,836	300,000	300,000	300,000
70 - Asset Acquisitions	837,185	407,971	236,399	212,372	212,372
Operating & Maintenance	10,558,722	9,374,358	10,372,407	10,103,823	10,657,016
80 - Debt Services	1,975,568	920,984	1,250,000	1,250,000	1,250,000
89 - Special Funded Projects	26,379,167	28,782,500	28,732,500	28,732,500	28,732,500
90 - Grants	206,000	820,538	706,000	706,000	206,000
95 - Contingencies & Restrictions	-	-	(1,750,000)	(1,500,000)	(1,500,000)
96 - Operating Transfers In	(4,123,532)	(4,443,672)	(5,719,970)	(4,206,306)	(4,232,390)
98 - Operating Transfers Out	24,174,950	12,838,175	13,000,000	14,276,254	13,772,209
99 - Planned Fund Balance Change	-	-	(21,666)	(7,593,004)	(26,334,886)
DIVISION TOTALS	(180,484,793)	(198,685,256)	(193,539,664)	(200,985,958)	(214,306,150)

MAYOR'S OFFICE

ACCT	DESCRIPTION	FY 06 ACTUAL	FY 07 ACTUAL	FY 08 ACTUAL	FY 09 AMENDED BUDGET	FY 10 PROPOSED BUDGET	FY 11 PROPOSED BUDGET
2001 MAYOR'S OFFICE							
51A - Salaries		309,830	274,906	445,868	469,979	483,658	497,748
52A - Other Compensation		0	9,996	7,740	0	0	0
55 - Fringe Benefits		74,985	70,475	115,418	127,402	137,280	151,069
Salaries & Fringe Benefits		384,815	355,377	569,026	597,381	620,938	648,817
60 - Supplies		33,717	40,022	32,564	35,000	35,000	35,000
64 - Services		10,493	25,965	47,533	32,550	32,550	32,550
66 - Professional & Contracted Services		2,081	4,848	6,921	4,200	4,200	4,200
67 - Rent, Utilities & Maint		12,846	13,985	16,761	21,639	21,639	21,639
68 - Interdepartmental Charges/Expenditu		9,597	6,416	117,743	97,536	97,536	97,536
Operating & Maintenance		68,734	91,236	221,522	190,925	190,925	190,925
Expenditures		453,549	446,613	790,548	788,306	811,863	839,742
MAYOR'S OFFICE	TOTAL	453,549	446,613	790,548	788,306	811,863	839,742

Program Budget for Fiscal 2010-11

General Fund

Department: Mayor's Office
Section Name: Mayor's Office
Section Number: 200101

Program Description:

The Mayor and his staff are responsible for the following functions:

- To promote economic, industrial and workforce development through joint partnerships with business, other governmental agencies, and the community.
- To direct and implement strategic planning for the divisions of County government, in coordination with other elected officials.
- To establish and maintain high standards of ethics for County employees.
- To ensure the stability and integrity of fiscal operations and infrastructure through efforts to obtain additional sources of funding and favorable economic legislation for Shelby County.
- To ensure that the County Charter and Ordinances are observed and applied to enhance the health, safety, and quality of life for all citizens of Shelby County.

Legally Mandated? Yes **Legal Reference or Statute:** County Charter

Goals and Objectives:

To ensure that Shelby County government provides high quality and cost-effective services in accordance with the County Charter and Ordinances to optimize the safety and quality of life for all citizens of our diverse communities.

Service Level Measurements:

FY07

FY08

FY09

Operating Expenses:

ACCOUNT TYPE:	FY07 Actual	FY08 Actual	FY09 Revised Budget	FY10 Proposed Budget	FY11 Proposed Budget
Revenue					
Personnel Expense	355,377	569,026	597,381	620,938	648,817
Operating Expense	91,236	221,522	190,925	190,925	190,925
Transfers					
Net Operations	446,613	790,548	788,306	811,863	839,742
STAFFING LEVEL	5	5	5	5	5

PUBLIC AFFAIRS

ACCT	DESCRIPTION	FY 06 ACTUAL	FY 07 ACTUAL	FY 08 ACTUAL	FY 09 AMENDED BUDGET	FY 10 PROPOSED BUDGET	FY 11 PROPOSED BUDGET
2002 PUBLIC AFFAIRS							
51A - Salaries		282,015	326,821	212,366	253,563	244,385	251,717
52A - Other Compensation		0	5,174	0	0	0	0
55 - Fringe Benefits		83,777	93,451	63,910	74,015	77,176	84,937
Salaries & Fringe Benefits		365,792	425,446	276,276	327,578	321,561	336,654
60 - Supplies		13,796	21,609	8,914	14,000	14,000	14,000
64 - Services		3,736	5,101	8,369	6,800	6,800	6,800
68 - Interdepartmental Charges/Expenditu		0	0	5,839	8,833	8,833	8,833
Operating & Maintenance		17,532	26,710	23,122	29,633	29,633	29,633
Expenditures		383,324	452,156	299,398	357,211	351,194	366,287
PUBLIC AFFAIRS	TOTAL	383,324	452,156	299,398	357,211	351,194	366,287

Program Budget for Fiscal 2010-11**General Fund**

Department: Public Affairs
Section Name: Public Affairs
Section Number: 200201

Program Description:

The mission of the Office of Communications and Public Affairs (C/PA) is to gather, organize, and disseminate information about Shelby County Government to the Public, the news media, other governmental agencies, and the employees of government; to assist other elected officials in gathering information, as needed; to assure a forum for the public to present their point of view to the Mayor and to receive his response to them.

Legally Mandated? No **Legal Reference or Statute:**

Goals and Objectives:

- To be accessible, accurate, timely, and professional in responding to internal and external requests.
- To ensure that the success stories of our County elected officials, administrators, divisions, and departments are clearly communicated to the media, the public and throughout County government by using a combination of County Lines, the Intranet and Internet, and other forms of communication.
- To develop new methods of keeping our staff and our citizens abreast of developments in Shelby County Government.
- To offer communications, media, and marketing services to the Commissioners, Commission staff, and other elected officials.
- To regularly evaluate the department's overall services, budget, system of delivery for services and effectiveness to ensure we are offering the appropriate mix and quality of services needed.

Service Level Measurements:**FY07****FY08****FY09**

Operating Expenses:

ACCOUNT TYPE:	FY07 Actual	FY08 Actual	FY09 Revised Budget	FY10 Proposed Budget	FY11 Proposed Budget
Revenue					
Personnel Expense	425,446	276,276	327,578	321,561	336,654
Operating Expense	26,710	23,122	29,633	29,633	29,633
Transfers					
Net Operations	452,156	299,398	357,211	351,194	366,287
STAFFING LEVEL	6	6	4	4	4

CAO

ACCT	DESCRIPTION	FY 06 ACTUAL	FY 07 ACTUAL	FY 08 ACTUAL	FY 09 AMENDED BUDGET	FY 10 PROPOSED BUDGET	FY 11 PROPOSED BUDGET
2003 CAO							
43 - State Revenue		-1,154	0	0	0	0	0
Revenue		-1,154	0	0	0	0	0
51A - Salaries		1,209,684	1,362,379	1,522,858	1,532,682	1,607,962	1,656,201
52A - Other Compensation		13,853	15,478	15,776	0	0	0
55 - Fringe Benefits		302,298	346,595	388,492	407,767	447,622	493,214
Salaries & Fringe Benefits		1,525,835	1,724,452	1,927,126	1,940,449	2,055,584	2,149,415
60 - Supplies		47,963	46,755	51,123	77,350	76,345	76,345
64 - Services		13,988	25,485	19,553	33,004	33,004	33,004
66 - Professional & Contracted Services		645,722	134,896	558,642	526,193	526,193	526,193
67 - Rent, Utilities & Maint		135	0	0	2,500	2,500	2,500
68 - Interdepartmental Charges/Expenditu		0	100	54,241	67,136	68,136	68,136
70 - Asset Acquisitions		0	37,781	0	0	0	0
Operating & Maintenance		707,808	245,017	683,559	706,183	706,178	706,178
Expenditures		2,233,643	1,969,469	2,610,685	2,646,632	2,761,762	2,855,593
96 - Operating Transfers In		0	0	-24,446	-5	0	0
Operating Transfers In		0	0	-24,446	-5	0	0
98 - Operating Transfers Out		0	0	13,175	0	0	0
Operating Transfers Out		0	0	13,175	0	0	0
Transfers		0	0	-11,271	-5	0	0
CAO	TOTAL	2,232,489	1,969,469	2,599,414	2,646,627	2,761,762	2,855,593

Program Budget for Fiscal 2010-11

General Fund

Department: CAO
Section Name: CAO-Administration
Section Number: 200301

Program Description:

- Provide coordination and efficient administrative direction to department operations in order to provide improved methods of delivering services to the citizens of Shelby County.
- Provide relevant and timely information to the County Mayor, Board of County Commissioners and other Elected Officials as requested and as deemed necessary or appropriate concerning County Affairs.
- Present to the Board of County Commissioners the annual operating budget, Capital Improvement Program and operating plans that reflect the highest level of service attainment for the citizens of Shelby County with the most efficient and effective utilization of County resources.
- Provide administrative direction involving the management of County Government. Carry out all other duties necessary for efficient operations of County Government.

Included in the CAO budget is funding to support the Emergency Management Agency for coordination of disaster preparedness functions within the County.

Legally Mandated? Yes **Legal Reference or Statute:** County Charter

Goals and Objectives:

To provide administrative coordination for operations of County divisions under the direction of the Mayor to ensure the effective and efficient delivery of services to citizens of Shelby County.

Service Level Measurements:

FY07

FY08

FY09

Operating Expenses:

ACCOUNT TYPE:	FY07 Actual	FY08 Actual	FY09 Revised Budget	FY10 Proposed Budget	FY11 Proposed Budget
Revenue					
Personnel Expense	869,011	798,133	804,948	839,031	877,543
Operating Expense	212,864	288,933	266,629	266,629	266,629
Transfers		889			
Net Operations	1,081,875	1,087,955	1,071,577	1,105,660	1,144,172
STAFFING LEVEL	9	9	9	9	9

Program Budget for Fiscal 2010-11**General Fund**

Department: CAO
Section Name: Internal Audit
Section Number: 200302

Program Description:

Internal Audit Department helps achieve honest, efficient management and full accountability throughout Shelby County Government. The Internal Audit Department serves the public interest by providing management with accurate information, unbiased analysis and objective recommendations on how best to use public resources in support of the well being of the citizens of Shelby County, Tennessee.

Legally Mandated? No **Legal Reference or Statute:**

Goals and Objectives:

- Provide audit and evaluation services which are useful, objective and accurate.
- Strive to perform relevant and timely work that follows rigorous professional standards.
- Review for proper safeguarding of assets.
- Examine for compliance with relevant laws and regulations.
- Audit for accuracy, reliability and integrity of operating results.
- Evaluate for effective and efficient operations.
- Promote the understanding, acceptance and utilization of the Internal Audit Department by all senior officials of County government.
- Maintain a team-oriented environment that encourages professional and personal growth, and challenges employees to reach their full potential.
- Cultivate an environment which values diversity and sustains multi-culturalism

Service Level Measurements:

	<i>FY07</i>	<i>FY08</i>	<i>FY09</i>
Favorable client surveys upon completion of an audit	97%	97%	98%
Recommendations implemented within 90 days	92%	95%	94%
Achieving audit objectives within time estimates	97%	97%	96%

Operating Expenses:

<i>ACCOUNT TYPE:</i>	<i>FY07 Actual</i>	<i>FY08 Actual</i>	<i>FY09 Revised Budget</i>	<i>FY10 Proposed Budget</i>	<i>FY11 Proposed Budget</i>
<i>Revenue</i>					
<i>Personnel Expense</i>	476,632	449,072	482,398	506,476	529,669
<i>Operating Expense</i>	23,649	17,154	27,641	27,641	27,641
<i>Transfers</i>					
<i>Net Operations</i>	500,281	466,226	510,039	534,117	557,310
<i>STAFFING LEVEL</i>	7	7	6	6	6

Program Budget for Fiscal 2010-11**General Fund**

Department: CAO
Section Name: Office of Preparedness
Section Number: 200303

Program Description:

The mission of the Office of Preparedness is to provide administrative assistance to address the unique planning, equipment, training and exercise needs of Shelby County and the Urban Area Security Initiative (UASI) region. This office assists the partnering jurisdictions in building an enhanced and sustainable capacity to prevent, protect, respond to and recover from all hazardous threats and eventualities - whether natural or man-made.

Legally Mandated? No **Legal Reference or Statute:**

Goals and Objectives:

Continue to strengthen interoperable communications and collaboration capabilities; continue to enhance the protection of critical infrastructure and assets; improve Tennessee's information sharing and collaboration capabilities.

Service Level Measurements:

	FY07	FY08	FY09
Value of equipment purchased for local public agencies	\$4,800,000	\$6,256,000	\$7,000,000
Homeland security training programs developed	6 classes	12 classes	20 classes
Multi-year exercise plans developed	12 exercises	4 exercises	6 exercises

Operating Expenses:

ACCOUNT TYPE:	FY07 Actual	FY08 Actual	FY09 Revised Budget	FY10 Proposed Budget	FY11 Proposed Budget
Revenue					
Personnel Expense		117,706	116,794	136,367	142,208
Operating Expense		334,676	366,091	366,086	366,086
Transfers		- 12,160	- 5		
Net Operations		440,222	482,880	502,453	508,294
STAFFING LEVEL		2	1	1	1

Program Budget for Fiscal 2010-11**General Fund**

Department: CAO
Section Name: Mayor's Assistance Center
Section Number: 200305

Program Description:

The Mayor's Assistance Center serves as a resource for information, agency referrals, and problem resolution for the citizens of Shelby County. Staff members, including the County's internal and external telephone operators, handle requests and inquiries related to all divisions of County government. This department is also responsible for Hispanic Affairs and federally mandated programs for Title VI and Veteran Services.

Legally Mandated? Yes **Legal Reference or Statute:** Partial mandate for Title VI and Veteran Services

Goals and Objectives:

To provide the citizens of Shelby County with efficient and seamless access to programs and services offered by Shelby County government.

Service Level Measurements:

	FY07	FY08	FY09
Veterans served by Veteran Services Office	920	662	750
Walk-in visitors to the Mayor's Assistance Center	720	695	800
Trackable service requests handled by Assistance Center	3,380	3,826	4,200

Operating Expenses:

ACCOUNT TYPE:	FY07 Actual	FY08 Actual	FY09 Revised Budget	FY10 Proposed Budget	FY11 Proposed Budget
Revenue					
Personnel Expense	378,809	562,215	536,309	573,710	599,995
Operating Expense	8,504	42,796	45,822	45,822	45,822
Transfers					
Net Operations	387,313	605,011	582,131	619,532	645,817
STAFFING LEVEL	7	10	9	9	9

COUNTY ATTORNEY

ACCT	DESCRIPTION	FY 06 ACTUAL	FY 07 ACTUAL	FY 08 ACTUAL	FY 09 AMENDED BUDGET	FY 10 PROPOSED BUDGET	FY 11 PROPOSED BUDGET
2009 COUNTY ATTORNEY							
42 - Local Revenue		-95,803	-103,323	-114,766	-108,000	-111,000	-115,000
	Revenue	-95,803	-103,323	-114,766	-108,000	-111,000	-115,000
51A - Salaries		2,202,878	2,391,040	2,512,774	2,579,685	2,654,393	2,731,343
55 - Fringe Benefits		581,082	628,318	664,948	708,124	767,432	844,605
	Salaries & Fringe Benefits	2,783,960	3,019,358	3,177,722	3,287,809	3,421,825	3,575,948
60 - Supplies		49,968	51,316	58,204	57,600	57,600	57,600
64 - Services		109,348	106,990	97,338	95,200	95,200	95,200
66 - Professional & Contracted Services		424,313	385,637	443,876	334,904	334,904	334,904
67 - Rent, Utilities & Maint		290	1,470	5,424	5,485	5,485	5,485
68 - Interdepartmental Charges/Expenditu		14	732	43,007	42,374	42,374	42,374
	Operating & Maintenance	583,933	546,145	647,849	535,563	535,563	535,563
	Expenditures	3,367,893	3,565,503	3,825,571	3,823,372	3,957,388	4,111,511
COUNTY ATTORNEY	TOTAL	3,272,090	3,462,180	3,710,805	3,715,372	3,846,388	3,996,511

Program Budget for Fiscal 2010-11

General Fund

Department: County Attorney
Section Name: County Attorney
Section Number: 200901

Program Description:

The County Attorney provides legal services and opinions to the Mayor, Commissioners, other Elected Officials and all departments and divisions of County government. Responsibilities of this office include representing Shelby County in lawsuits, determining the legality of proposed policies; approving the form of all County contracts; providing oversight to the claims department, and reviewing and/or drafting all ordinances, resolutions and state legislation applicable to Shelby County government.

Legally Mandated? Yes **Legal Reference or Statute:** County Charter, Article III, Section 3.08

Goals and Objectives:

To act as Legal Advisor and provide any requested legal services to the County Mayor, the County Commission and all departments, officers, and officials of Shelby County government.

Service Level Measurements:

	FY07	FY08	FY09
New case assignments	282	361	375
New litigation cases	239	535	552
New opinions	72	47	60

Operating Expenses:

			FY09 Revised Budget	FY10 Proposed Budget	FY11 Proposed Budget
ACCOUNT TYPE:	FY07 Actual	FY08 Actual			
Revenue	- 103,323	- 114,766	- 108,000	- 111,000	- 115,000
Personnel Expense	2,701,978	2,798,475	2,866,807	2,988,418	3,123,332
Operating Expense	535,134	635,424	520,813	520,813	520,813
Transfers					
Net Operations	3,133,789	3,319,133	3,279,620	3,398,231	3,529,145
STAFFING LEVEL	32	32	32	32	32

Program Budget for Fiscal 2010-11**General Fund**

Department: County Attorney
Section Name: Contracts Administration
Section Number: 200902

Program Description:

Contracts Administration, under the supervision of the County Attorney, reviews and approves all contracts as to form and also reviews and processes resolutions for all contracts over \$50,000, as required by Chapter 260 of the Private Acts of 1974.

Legally Mandated? Yes **Legal Reference or Statute:** Chapter 260 of the Private Acts of 1974

Goals and Objectives:

Continue to improve quality of service to Division Directors, Department Heads and Elected Officials by responding promptly and consistently to contract matters. Remain readily available for time-sensitive contracts that require urgent approval by the Mayor. Increase productivity and contract preparation time by utilizing the existing document management system, thereby continuing to be cost effective to the County.

Service Level Measurements:

	FY07	FY08	FY09
New contracts reviewed	1,936	2,199	2,250
Contract amendments, change orders, renewals	1,580	1,580	1,650

Operating Expenses:

ACCOUNT TYPE:	FY07 Actual	FY08 Actual	FY09 Revised Budget	FY10 Proposed Budget	FY11 Proposed Budget
Revenue					
Personnel Expense	317,380	379,247	421,002	433,407	452,616
Operating Expense	11,011	12,425	14,750	14,750	14,750
Transfers					
Net Operations	328,391	391,672	435,752	448,157	467,366
STAFFING LEVEL	5	6	6	6	6

DIRECTOR - ADMINISTRATION & FINANCE

ACCT	DESCRIPTION	FY 06 ACTUAL	FY 07 ACTUAL	FY 08 ACTUAL	FY 09 AMENDED BUDGET	FY 10 PROPOSED BUDGET	FY 11 PROPOSED BUDGET
2011 DIRECTOR - ADMINISTRATION & FINANCE							
51A - Salaries		332,445	342,774	327,629	337,083	347,195	357,611
55 - Fringe Benefits		74,387	81,126	79,600	85,586	93,050	102,566
56A - Salary Restriction		0	0	0	-746,474	-746,474	-746,474
Salaries & Fringe Benefits		406,832	423,900	407,229	-323,805	-306,229	-286,297
60 - Supplies		3,644	14,012	5,352	9,000	9,000	9,000
64 - Services		174	3,011	176	2,500	2,500	2,500
66 - Professional & Contracted Services		0	513,109	208,244	496,000	496,000	496,000
68 - Interdepartmental Charges/Expenditu		0	17	11,642	16,076	16,076	16,076
70 - Asset Acquisitions		0	50,744	0	0	0	0
Operating & Maintenance		3,818	580,893	225,414	523,576	523,576	523,576
Expenditures		410,650	1,004,793	632,643	199,771	217,347	237,279
DIRECTOR - ADMINISTRATION &	TOTAL	410,650	1,004,793	632,643	199,771	217,347	237,279

Program Budget for Fiscal 2010-11**General Fund**

Department: Director - Administration & Finance
Section Name: Director and Staff
Section Number: 201101

Program Description:

To plan, organize, direct and control, either directly or through subordinate management, the activities of the Division of Administration & Finance. The Finance Director coordinates the functions of Purchasing, Information Technology, and Finance and serves as a financial advisor to other divisions and officials of County government.

Legally Mandated? No **Legal Reference or Statute:**

Goals and Objectives:

To maintain effective and responsible fiscal control of Shelby County resources through efficient management of financial operations and policies.

Service Level Measurements:**FY07****FY08****FY09**

Operating Expenses:

			FY09 Revised Budget	FY10 Proposed Budget	FY11 Proposed Budget
ACCOUNT TYPE:	FY07 Actual	FY08 Actual			
<i>Revenue</i>					
<i>Personnel Expense</i>	423,900	407,229	- 323,805	- 306,229	- 286,297
<i>Operating Expense</i>	580,893	225,414	523,576	523,576	523,576
<i>Transfers</i>					
<i>Net Operations</i>	1,004,793	632,643	199,771	217,347	237,279
STAFFING LEVEL	4	4	4	4	4

CENTRAL OPERATIONS

ACCT	DESCRIPTION	FY 06 ACTUAL	FY 07 ACTUAL	FY 08 ACTUAL	FY 09 AMENDED BUDGET	FY 10 PROPOSED BUDGET	FY 11 PROPOSED BUDGET
2012 CENTRAL OPERATIONS							
40 - Property Taxes		-197,408,179	-204,672,539	-208,023,667	-203,858,000	-207,147,545	-209,221,545
41 - Local Taxes		-23,954,322	-25,473,175	-35,721,000	-32,830,000	-32,400,000	-32,400,000
42 - Local Revenue		-1,826,854	-2,076,230	-2,240,714	-2,174,000	-2,099,000	-2,124,000
43 - State Revenue		-8,064,104	-14,192,271	-14,341,836	-13,415,000	-12,915,000	-7,915,000
46 - Elected Officials' Fines & Fees		-1,795,500	-2,231,941	-1,835,789	-1,543,500	-1,483,500	-1,448,500
47 - Other Revenue		-4,853,141	-5,141,673	-1,327,406	-1,837,262	-2,100,000	-2,100,000
Revenue		-237,902,100	-253,787,829	-263,490,412	-255,657,762	-258,145,045	-255,209,045
51A - Salaries		-2,481,093	-2,161,191	-2,424,980	-1,906,653	-2,068,404	-1,068,404
52A - Other Compensation		0	18,757	0	0	0	0
55 - Fringe Benefits		-996,674	-2,414,391	724,604	0	0	0
56A - Salary Restriction		0	0	0	-3,273,829	-3,273,829	-3,273,829
Salaries & Fringe Benefits		-3,477,767	-4,556,825	-1,700,376	-5,180,482	-5,342,233	-4,342,233
64 - Services		64,192	65,236	66,345	67,124	67,124	67,124
66 - Professional & Contracted Services		1,053,256	1,271,014	1,456,633	1,492,550	1,575,000	1,525,000
67 - Rent, Utilities & Maint		0	-23	-2	0	0	0
68 - Interdepartmental Charges/Expenditu		1,271,226	1,682,175	40,000	489,163	404,161	404,161
69 - Intergovernmental Expenditures		222,950	244,531	258,836	300,000	300,000	300,000
70 - Asset Acquisitions		0	552,854	206,997	0	0	0
Operating & Maintenance		2,611,624	3,815,787	2,028,809	2,348,837	2,346,285	2,296,285
80 - Debt Services		2,323,968	1,975,568	920,984	1,250,000	1,250,000	1,250,000
Debt Services		2,323,968	1,975,568	920,984	1,250,000	1,250,000	1,250,000
89 - Special Funded Projects		20,566,667	25,066,667	27,600,000	27,600,000	27,600,000	27,600,000
Special Funded Projects		20,566,667	25,066,667	27,600,000	27,600,000	27,600,000	27,600,000
95 - Contingencies & Restrictions		0	0	0	-1,750,000	-1,500,000	-1,500,000
Contingencies & Restrictions		0	0	0	-1,750,000	-1,500,000	-1,500,000
Expenditures		22,024,492	26,301,197	28,849,417	24,268,355	24,354,052	25,304,052
999 - Planned Fund Balance Change		0	0	0	-21,666	-7,593,004	-26,334,886
Planned Fund Balance Change		0	0	0	-21,666	-7,593,004	-26,334,886
Planned Fund Balance Change		0	0	0	-21,666	-7,593,004	-26,334,886
96 - Operating Transfers In		-5,353,904	-4,122,863	-4,419,226	-4,957,941	-3,906,306	-3,932,390

CENTRAL OPERATIONS

ACCT	DESCRIPTION	FY 06 ACTUAL	FY 07 ACTUAL	FY 08 ACTUAL	FY 09 AMENDED BUDGET	FY 10 PROPOSED BUDGET	FY 11 PROPOSED BUDGET
	Operating Transfers In	-5,353,904	-4,122,863	-4,419,226	-4,957,941	-3,906,306	-3,932,390
98 -	Operating Transfers Out	29,721,639	24,086,670	12,825,000	13,000,000	14,276,254	13,772,209
	Operating Transfers Out	29,721,639	24,086,670	12,825,000	13,000,000	14,276,254	13,772,209
	Transfers	24,367,735	19,963,807	8,405,774	8,042,059	10,369,948	9,839,819
CENTRAL OPERATIONS	TOTAL	-191,509,873	-207,522,825	-226,235,221	-223,369,014	-231,014,049	-246,400,060

Program Budget for Fiscal 2010-11**General Fund**

Department: Central Operations
Section Name: Central Operations
Section Number: 201201

Program Description:

To provide the budgetary medium for general revenues and expenditures that are not readily attributable to a specific department.

Legally Mandated? No **Legal Reference or Statute:**

Goals and Objectives:**Service Level Measurements:****FY07****FY08****FY09**

Operating Expenses:

ACCOUNT TYPE:	FY07 Actual	FY08 Actual	FY09 Revised Budget	FY10 Proposed Budget	FY11 Proposed Budget
Revenue	-253,787,829	-263,490,412	-255,657,762	-258,145,045	-255,209,045
Personnel Expense	- 4,556,825	- 1,700,376	- 5,180,482	- 5,342,233	- 4,342,233
Operating Expense	30,858,022	30,549,793	29,427,171	22,103,281	3,311,399
Transfers	19,963,807	8,405,774	8,042,059	10,369,948	9,839,819
Net Operations	-207,522,825	-226,235,221	-223,369,014	-231,014,049	-246,400,060
STAFFING LEVEL	0	0	0	0	0

COUNTY GRANTS

ACCT	DESCRIPTION	FY 06 ACTUAL	FY 07 ACTUAL	FY 08 ACTUAL	FY 09 AMENDED BUDGET	FY 10 PROPOSED BUDGET	FY 11 PROPOSED BUDGET
2013 COUNTY GRANTS							
89 - Special Funded Projects		4,228,481	1,312,500	1,182,500	1,132,500	1,132,500	1,132,500
	Special Funded Projects	4,228,481	1,312,500	1,182,500	1,132,500	1,132,500	1,132,500
90 - Grants		206,000	206,000	820,538	706,000	706,000	206,000
	Grants	206,000	206,000	820,538	706,000	706,000	206,000
	Expenditures	4,434,481	1,518,500	2,003,038	1,838,500	1,838,500	1,338,500
COUNTY GRANTS	TOTAL	4,434,481	1,518,500	2,003,038	1,838,500	1,838,500	1,338,500

Program Budget for Fiscal 2010-11**General Fund**

Department: County Grants
Section Name: County Grants
Section Number: 201301

Program Description:

To provide funding to organizations for programs that provide services that benefit the community as a whole, rather than an individual or a specific organization. Grant recipients have included agencies such as the Memphis/Shelby County Library, the Memphis Food Bank, the Convention Center, LeMoyne Owen College and the Film and Television Commission.

Legally Mandated? No **Legal Reference or Statute:**

Goals and Objectives:**Service Level Measurements:****FY07****FY08****FY09**

Operating Expenses:

			FY09 Revised Budget	FY10 Proposed Budget	FY11 Proposed Budget
ACCOUNT TYPE:	FY07 Actual	FY08 Actual			
<i>Revenue</i>					
<i>Personnel Expense</i>					
<i>Operating Expense</i>	1,518,500	2,003,038	1,838,500	1,838,500	1,338,500
<i>Transfers</i>					
<i>Net Operations</i>	1,518,500	2,003,038	1,838,500	1,838,500	1,338,500
STAFFING LEVEL	0	0	0	0	0

PERSONNEL

ACCT	DESCRIPTION	FY 06 ACTUAL	FY 07 ACTUAL	FY 08 ACTUAL	FY 09 AMENDED BUDGET	FY 10 PROPOSED BUDGET	FY 11 PROPOSED BUDGET
2014 PERSONNEL							
47 - Other Revenue		-148	-588	-77	0	0	0
Revenue		-148	-588	-77	0	0	0
51A - Salaries		1,699,586	1,951,384	2,013,132	1,992,293	2,051,861	2,113,217
52A - Other Compensation		5,920	1,038	124	0	0	0
55 - Fringe Benefits		474,297	539,132	552,458	594,604	641,543	706,033
Salaries & Fringe Benefits		2,179,803	2,491,554	2,565,714	2,586,897	2,693,404	2,819,250
60 - Supplies		66,522	51,683	45,123	66,084	66,373	66,373
64 - Services		41,590	27,506	50,823	37,536	37,536	37,536
66 - Professional & Contracted Services		23,377	30,317	30,881	27,370	27,370	27,370
67 - Rent, Utilities & Maint		11,261	3,248	22,982	13,585	13,585	13,585
68 - Interdepartmental Charges/Expenditu		0	6,844	83,769	78,243	78,243	78,243
70 - Asset Acquisitions		0	0	20,700	15,910	15,910	15,910
Operating & Maintenance		142,750	119,598	254,278	238,728	239,017	239,017
Expenditures		2,322,553	2,611,152	2,819,992	2,825,625	2,932,421	3,058,267
PERSONNEL	TOTAL	2,322,405	2,610,564	2,819,915	2,825,625	2,932,421	3,058,267

Program Budget for Fiscal 2010-11

General Fund

Department: Human Resources
Section Name: Staffing
Section Number: 201401

Program Description:

The mission and responsibilities of the Employment/Staffing department are to ensure compliance to laws governing the employment and re-employment of all Shelby County employees and to post of all Civil Service positions as well as durational and grant funded positions. Additionally, this staff processes all appointed positions and conducts orientation sessions for all new and re-hired employees. The employment section is responsible for ensuring compliance with the Civil Service Ordinances and all federally mandated regulations and for ensuring that all employment actions are fair, equitable and non-discriminatory. The employment section ensures all promotional exams and processes are managed effectively and fairly for the para-military positions within the Sheriff's Office and the Fire Department.

Legally Mandated? Yes **Legal Reference or Statute:** Equal Pay Act; Title VII Civil Rights Act of 1964; Age Discrimination in Employment Act; Americans with Disabilities Act; Fair Labor Standards Act; and Civil Service Ordinances

Goals and Objectives:

Development of a new orientation video; implementation of a new applicant tracking system and pre-employment testing software; automation of position requests for electronic submission.

Service Level Measurements:

	FY07	FY08	FY09
Number of jobs posted	372		
Number of applications received	35,673		
Total hires	482		

Operating Expenses:

ACCOUNT TYPE:	FY07 Actual	FY08 Actual	FY09 Revised Budget	FY10 Proposed Budget	FY11 Proposed Budget
Revenue					
Personnel Expense	176,024	312,192	322,126	348,223	364,331
Operating Expense	10,836	36,686	38,035	38,324	38,324
Transfers					
Net Operations	186,860	348,878	360,161	386,547	402,655
STAFFING LEVEL	4	6	6	6	6

Program Budget for Fiscal 2010-11

General Fund

Department: Human Resources
Section Name: Information Systems
Section Number: 201402

Program Description:

The Administrative Services/Info Systems department maintains digitized Master Personnel Files for approximately 6600+ active employees of Shelby County Government, as well as records for another 3000+ employees who have terminated employment with the County. Records are also maintained for terminated employees from the mid 1970s on microfilm. This function also completes an average of 100 written and 200 telephone employment verifications each month. The HR Payroll function maintains payroll records and is responsible for verifying and entering almost 1,500 employee changes per month. The Administrative Services unit maintains security for over 180 users in AMS (104 are users of the leave system) and maintains 100+ deduction codes and associated tables and 80+ earnings codes and tables for the payroll / HR system.

Legally Mandated? Yes **Legal Reference or Statute:** Fair Labor Standards Act; Civil Service Ordinances

Goals and Objectives:

The continuing objective of the department is to maintain the same high level of service, i.e. responding to employment verifications within 24 hours. A new objective is the implementation of the "eForms" program - an in-house program development that will enable data to be entered a single time and then after electronic approval, to be directly uploaded into the AMS system. This new program will provide a tremendous manpower savings for every department in the County.

Service Level Measurements:

	<i>FY07</i>	<i>FY08</i>	<i>FY09</i>
Personnel files	10,000+		
Verification & entry of employee changes	18,500+		
Ad hoc reports	750+		

Operating Expenses:

<i>ACCOUNT TYPE:</i>	<i>FY07 Actual</i>	<i>FY08 Actual</i>	<i>FY09 Revised Budget</i>	<i>FY10 Proposed Budget</i>	<i>FY11 Proposed Budget</i>
<i>Revenue</i>					
<i>Personnel Expense</i>	275,747	279,954	292,290	300,043	313,962
<i>Operating Expense</i>	493	627	5,210	5,210	5,210
<i>Transfers</i>					
<i>Net Operations</i>	276,240	280,581	297,500	305,253	319,172
<i>STAFFING LEVEL</i>	5	5	5	5	5

Program Budget for Fiscal 2010-11

General Fund

Department: Human Resources
Section Name: Personnel Services
Section Number: 201404

Program Description:

The Personnel Services section provides management, direction, and strategy development for all Human Resource functions of Shelby County Government. A key objective of HR management is the implementation of new technology of new technology to provide enhanced services to our employees and Shelby County Government leadership. In addition, HR management is developing the strategy to introduce "pay for performance" as the County's core employee pay system. This will require considerable study and coordination with the various Elected Officials and Division Directors.

The Manager of Workforce Planning and Development is responsible for the management and coordination of County-wide training programs and succession planning.

Legally Mandated? Yes **Legal Reference or Statute:** Equal Pay Act; Title VII Civil Rights Act of 1964; Age Discrimination in Employment Act; Americans with Disabilities Act; Fair Labor Standards Act; and Civil Service Ordinances

Goals and Objectives:

Objectives include the implementation of computer screening and testing tools, continued redevelopment and broadening of training and development programs, and identification of new technology to enhance operations in all areas of human resource management. HR strives to provide leadership in implementing the best practice approaches in human resource management utilized in other large metropolitan governments.

Service Level Measurements:

	<i>FY07</i>	<i>FY08</i>	<i>FY09</i>
Unique training programs offered	14		
Number of employees trained	1025		
Total training hours	2185		

Operating Expenses:

	FY07 Actual	FY08 Actual	FY09 Revised Budget	FY10 Proposed Budget	FY11 Proposed Budget
ACCOUNT TYPE:					
Revenue	- 588	- 77			
Personnel Expense	984,308	413,405	489,109	501,054	523,833
Operating Expense	74,896	181,104	124,998	124,998	124,998
Transfers					
Net Operations	1,058,616	594,432	614,107	626,052	648,831
STAFFING LEVEL	15	6	6	6	6

Program Budget for Fiscal 2010-11**General Fund**

Department: Human Resources
Section Name: Civil Service Merit Board
Section Number: 201405

Program Description:

The Civil Service and Labor Relations department has responsibility for coordinating the activities of the Civil Service Merit Board, reviewing administrative grievances and managing labor relations with nine bargaining units.

Legally Mandated? Yes **Legal Reference or Statute:** Equal Pay Act; Title VII Civil Rights Act of 1964; Age Discrimination in Employment Act; Americans with Disabilities Act; Fair Labor Standards Act; and Civil Service Ordinances

Goals and Objectives:

To meet all federal, state and local requirements while providing employees with an expeditious process for hearing all appeals. Our customer service standard for all external customers is to return all phone calls, emails and written correspondence within 24 hours of receipt.

Service Level Measurements:**FY07****FY08****FY09**

Civil service hearings	46		
Administrative hearings	18		
Memorandum of Understanding (MOU) with unions	9		

Operating Expenses:

ACCOUNT TYPE:	FY07 Actual	FY08 Actual	FY09 Revised Budget	FY10 Proposed Budget	FY11 Proposed Budget
Revenue					
Personnel Expense	156,020	164,572	166,455	173,131	180,759
Operating Expense	19,821	25,472	17,400	17,400	17,400
Transfers					
Net Operations	175,841	190,044	183,855	190,531	198,159
STAFFING LEVEL	2	2	2	2	2

Program Budget for Fiscal 2010-11

General Fund

Department: Human Resources
Section Name: Management Systems Development
Section Number: 201406

Program Description:

The HR Management Systems Development Group consists of several HR units, including staff for the Sheriff's department, Consulting and Family Medical Leave units. The HR Advisor consulting unit was formed in support of the 2004 County Efficiency Study to function as consultants for various sections of the Mayor's administration and all of the Elected Official departments on a variety of HR issues. The HR Advisors coordinate closely with the County Attorney's office in responding to charges of employment related discrimination. The Family Medical Leave unit was implemented to ensure that FML certifications are handled consistently and within the legal obligations of this federally mandated program.

Legally Mandated? Yes **Legal Reference or Statute:** Equal Pay Act; Title VII Civil Rights Act of 1964; Age Discrimination in Employment Act; Americans with Disabilities Act; Fair Labor Standards Act; and Civil Service Ordinances

Goals and Objectives:

This first year of the redesigned HR service delivery approach has identified several opportunities:

1. Centralize administration of FMLA.
2. Refine the countywide process for personnel policy review and revision (handbook included).
3. Deploy a re-engineered training and development function focused on emerging talent needs.

Service Level Measurements:

FY07

FY08

FY09

Operating Expenses:

ACCOUNT TYPE:	FY07 Actual	FY08 Actual	FY09 Revised Budget	FY10 Proposed Budget	FY11 Proposed Budget
Revenue					
Personnel Expense	899,455	945,351	1,016,424	1,056,857	1,107,097
Operating Expense	13,552	10,389	53,085	53,085	53,085
Transfers					
Net Operations	913,007	955,740	1,069,509	1,109,942	1,160,182
STAFFING LEVEL	21	21	20	19	19

Program Budget for Fiscal 2010-11**General Fund**

Department: Human Resources
Section Name: Compensation
Section Number: 201407

Program Description:

It is the responsibility of the Compensation department to ensure compliance to laws governing compensation policies, procedures and pay practices governing compensation of all County employees. Compensation administers a classification plan that ranks positions in a hierarchy based on similar duties and responsibilities utilizing the Job Evaluation system. Job descriptions ensure proper grade assignment and facilitate promotions, recruitment, performance evaluations, job training, and disciplinary action. Compensation is also responsible for ensuring that approved job descriptions are on file for every position and for reviewing/approving all pay actions to ensure compliance to the Equal Pay Act, Title VII and other mandated legal requirements related to pay.

Legally Mandated? Yes **Legal Reference or Statute:** Equal Pay Act; Title VII Civil Rights Act of 1964; Age Discrimination in Employment Act; Americans with Disabilities Act; Fair Labor Standards Act; and Civil Service Ordinances

Goals and Objectives:

The Compensation department is responsible for Shelby County's compliance with all Federal Regulations related to payment practices as well as ensuring the accurate maintenance of the County's classification system. Significant strides have been made in bringing County programs into alignment with the directions identified in the Efficiency Study and traditional pay practices.

Service Level Measurements:

	FY07	FY08	FY09
Salary change requests reviewed	3,082		
Job evaluation reviews	233		
Job evaluation reviews and approvals			
Job posting reviews	372		

Operating Expenses:

ACCOUNT TYPE:	FY07 Actual	FY08 Actual	FY09 Revised Budget	FY10 Proposed Budget	FY11 Proposed Budget
Revenue					
Personnel Expense		450,240	300,493	314,096	329,268
Operating Expense					
Transfers					
Net Operations		450,240	300,493	314,096	329,268
STAFFING LEVEL		7	5	5	5

PURCHASING

ACCT	DESCRIPTION	FY 06 ACTUAL	FY 07 ACTUAL	FY 08 ACTUAL	FY 09 AMENDED BUDGET	FY 10 PROPOSED BUDGET	FY 11 PROPOSED BUDGET
2017 PURCHASING							
42 - Local Revenue		-863	-453	-91	-1,000	-1,000	-1,000
	Revenue	-863	-453	-91	-1,000	-1,000	-1,000
51A - Salaries		406,571	419,367	462,214	465,331	479,291	493,670
55 - Fringe Benefits		117,536	121,682	137,360	146,743	159,906	175,903
	Salaries & Fringe Benefits	524,107	541,049	599,574	612,074	639,197	669,573
60 - Supplies		13,865	10,963	14,187	44,400	42,863	42,863
64 - Services		5,385	5,467	6,135	21,357	21,357	21,357
66 - Professional & Contracted Services		0	0	0	25,000	25,000	25,000
67 - Rent, Utilities & Maint		123	6,098	837	7,025	7,025	7,025
68 - Interdepartmental Charges/Expenditu		0	276	38,186	37,824	39,361	39,361
	Operating & Maintenance	19,373	22,804	59,345	135,606	135,606	135,606
	Expenditures	543,480	563,853	658,919	747,680	774,803	805,179
PURCHASING	TOTAL	542,617	563,400	658,828	746,680	773,803	804,179

Program Budget for Fiscal 2010-11**General Fund**

Department: Purchasing
Section Name: Purchasing
Section Number: 201701

Program Description:

Purchasing is responsible for procuring all supplies, materials, equipment, building and construction services required by any official or office of the County Government, or that is supported by, or under the control of the County Government, and that expends or encumbers any County funds pursuant to the Shelby County Charter.

Legally Mandated? Yes **Legal Reference or Statute:** County Charter

Goals and Objectives:

To maintain accurate and complete records of all County purchases and to assure that all purchases are handled in an ethical and economical manner.

Service Level Measurements:

	FY07	FY08	FY09
Requisitions processed	7,210	7,056	7,150
Purchase Orders issued	7,801	6,825	7,000

Operating Expenses:

			FY09 Revised Budget	FY10 Proposed Budget	FY11 Proposed Budget
ACCOUNT TYPE:	FY07 Actual	FY08 Actual			
Revenue	- 453	- 91	- 1,000	- 1,000	- 1,000
Personnel Expense	541,049	599,574	612,074	639,197	669,573
Operating Expense	22,804	59,345	135,606	135,606	135,606
Transfers					
Net Operations	563,400	658,828	746,680	773,803	804,179
STAFFING LEVEL	11	13	11	10	10

INFORMATION TECHNOLOGY

ACCT	DESCRIPTION	FY 06 ACTUAL	FY 07 ACTUAL	FY 08 ACTUAL	FY 09 AMENDED BUDGET	FY 10 PROPOSED BUDGET	FY 11 PROPOSED BUDGET
2018 INFORMATION TECHNOLOGY							
42 - Local Revenue		-1,742,783	-1,729,936	-1,690,883	-1,805,760	-1,805,760	-1,805,760
43 - State Revenue		-2,700	-1,200	0	-1,200	-1,200	-1,200
Revenue		-1,745,483	-1,731,136	-1,690,883	-1,806,960	-1,806,960	-1,806,960
51A - Salaries		4,663,452	4,916,305	5,539,944	5,659,048	5,828,819	6,003,684
52A - Other Compensation		65,895	58,864	60,919	117,170	117,237	117,312
55 - Fringe Benefits		1,220,153	1,300,569	1,454,383	1,566,070	1,706,890	1,879,707
Salaries & Fringe Benefits		5,949,500	6,275,738	7,055,246	7,342,288	7,652,946	8,000,703
60 - Supplies		829,428	733,765	732,718	714,504	717,135	722,135
64 - Services		46,106	45,286	93,821	92,451	91,173	86,173
66 - Professional & Contracted Services		831,462	1,106,136	788,793	1,060,849	1,082,723	1,082,723
67 - Rent, Utilities & Maint		1,325,777	1,317,274	1,368,474	1,361,604	1,495,751	1,495,751
68 - Interdepartmental Charges/Expenditu		4,188	6,283	380,645	154,328	109,530	109,530
70 - Asset Acquisitions		76,166	159,432	180,274	207,069	183,042	183,042
Operating & Maintenance		3,113,127	3,368,176	3,544,725	3,590,805	3,679,354	3,679,354
Expenditures		9,062,627	9,643,914	10,599,971	10,933,093	11,332,300	11,680,057
INFORMATION TECHNOLOGY	TOTAL	7,317,144	7,912,778	8,909,088	9,126,133	9,525,340	9,873,097

Program Budget for Fiscal 2010-11**General Fund**

Department: Information Technology
Section Name: Administration
Section Number: 201801

Program Description:

The IT administrative staff coordinates the strategy and direction of central Information Technology, coordinates daily operations, oversees expenditures and budgetary matters, and provides purchasing and personnel support for all functions of the department. All work orders and repair tickets are handled through the Info Tech Customer Support Help Desk.

Legally Mandated? No **Legal Reference or Statute:**

Goals and Objectives:

To continue to provide a consistently high level of automation services to customers, while remaining as cost efficient as possible; to respond to new work requests (first response) within the prescribed time frame set by SLA committee.

Service Level Measurements:

	FY07	FY08	FY09
First level response calls made within stated time frame	95.9%	96.2%	97.1%

Operating Expenses:

			FY09 Revised Budget	FY10 Proposed Budget	FY11 Proposed Budget
ACCOUNT TYPE:	FY07 Actual	FY08 Actual			
Revenue	- 1,730,877	- 1,690,883	- 1,806,960	- 1,806,960	- 1,806,960
Personnel Expense	502,994	467,237	398,090	416,244	435,454
Operating Expense	5,720	454,775	226,328	200,730	200,730
Transfers					
Net Operations	- 1,222,163	- 768,871	- 1,182,542	- 1,189,986	- 1,170,776
STAFFING LEVEL	7	7	4	4	4

Program Budget for Fiscal 2010-11

General Fund

Department: Information Technology
Section Name: Development Group
Section Number: 201802

Program Description:

In concert with the Development Center Group, this office provides a high level of detailed systems and process analysis; custom programming, project management; systems administration of purchased and custom systems; vendor contract management; decision support software, ongoing software support and, technology consulting to a wide range of internal Shelby County customers, including the State Criminal Court Clerk, General Sessions Criminal Court Clerk, Mayor's Administration, Shelby County Sheriff, Probate Court Clerk, Shelby County Clerk, as well as outside agencies throughout the region and state. We also support a robust set of system software interfaces between all the systems that combined constitute criminal justice. Our software systems provide daily 24 hour support for these customers' automated business functions. All of our customer's functions and systems are legally required in order to support the functions of the constitutionally required offices.

Legally Mandated? Yes **Legal Reference or Statute:** IT support for mandated functions

Goals and Objectives:

To continue to provide a consistently high level of automation services to customers, while remaining as cost efficient as possible; to respond to new work requests (first response) within the prescribed time frame set by SLA Committee. To move towards web services technology for criminal justice interfaces; to improve usage of existing technology reference resources; and to improve the sharing of our own specialized technical expertise.

Service Level Measurements:

	<i>FY07</i>	<i>FY08</i>	<i>FY09</i>
First Response calls made within stated time frame	95.9%	97%	97.4%

Operating Expenses:

			FY09 Revised Budget	FY10 Proposed Budget	FY11 Proposed Budget
ACCOUNT TYPE:	FY07 Actual	FY08 Actual			
<i>Revenue</i>					
<i>Personnel Expense</i>	1,060,149	1,187,767	1,256,348	1,309,904	1,369,565
<i>Operating Expense</i>	113,321	63,575	75,386	75,386	75,386
<i>Transfers</i>					
<i>Net Operations</i>	1,173,470	1,251,342	1,331,734	1,385,290	1,444,951
STAFFING LEVEL	14	15	15	14	14

Program Budget for Fiscal 2010-11

General Fund

Department: Information Technology
Section Name: Customer Support
Section Number: 201803

Program Description:

The Customer Support Group provides: County-wide technical support, bench-repair and manufacturers warranty services for approximately 2,100 desktop PCs, 700 printers and numerous peripheral devices via a central IT help-desk, move/add/change services, many of which are project-based, and provides technology consulting, development and support for Magic Software solutions that meet the line-of-business needs of many county departments and the citizenry. Since 2005, Customer Support has steadily improved its Quality of Service, and continues to provide services to an increasing number of users and departments. During fiscal '08 Customer Support plans to broaden its scope to provide in-house support for Telecom-related services including telephones, cell-phones, PDAs, AirCards, pagers and GPS tracking devices.

Legally Mandated? No **Legal Reference or Statute:**

Goals and Objectives:

To consistently meet and exceed the service needs and requirements of our customers by continuing to provide the highest quality desktop products, productivity tools and services through the most efficient use of funds and personnel resources. To actively seek new technologies to expand the capability and capacity of all areas of Customer Support operations. Customer Support group's objective during FY10-11 is to (1) expand its telecommunications support operations to encompass small system installation and maintenance and increase its role in telephone move/add/change activities and programming of voicemail and intelligent call-routing services to reduce dependence on costly third-party vendors.

Service Level Measurements:

	FY07	FY08	FY09
Primary devices supported (PCs, printers)	2,800+	3250	3400
Help Desk First-Call Resolution (FCR)	31.1%	45%	50%
Magic users (departments)	9	10	12

Operating Expenses:

ACCOUNT TYPE:	FY07 Actual	FY08 Actual	FY09 Revised Budget	FY10 Proposed Budget	FY11 Proposed Budget
Revenue	- 96				
Personnel Expense	1,084,640	1,370,890	1,427,642	1,498,239	1,566,144
Operating Expense	432,796	301,432	328,445	328,445	328,445
Transfers					
Net Operations	1,517,340	1,672,322	1,756,087	1,826,684	1,894,589
STAFFING LEVEL	18	18	19	18	18

Program Budget for Fiscal 2010-11**General Fund**

Department: Information Technology
Section Name: Operations
Section Number: 201804

Program Description:

The Computer Operations staff schedules all backup systems and user files on a daily basis, processes the nightly production schedules, and runs, prints, binds and distributes reports for the Mayor's administration and some of the elected officials. This group also transports backup file tapes to the Justice Complex and the Remote Site on a daily basis and performs some equipment maintenance. This department operates 24 hrs a day, 7 days a week, and 365 days a year. Computer Operations provides front line support to users after normal working hours and on weekends and holidays. This group is responsible ensuring that user reports are processed and completed within the allotted time frame and that user files are ready at the beginning of the work day.

Legally Mandated? No **Legal Reference or Statute:**

Goals and Objectives:

To provide first line support after normal business hours, and resolve basic problems for divisions of the Mayor's administration. Process user data overnight and have it ready for pickup at the beginning of the next business day.

Service Level Measurements:

	<i>FY07</i>	<i>FY08</i>	<i>FY09</i>
Process nightly production schedule	99%	99%	99%
Process nightly backups and user files	99%	99%	99%
Generate and prepare user reports	99%	99%	99%

Operating Expenses:

<i>ACCOUNT TYPE:</i>	<i>FY07 Actual</i>	<i>FY08 Actual</i>	<i>FY09 Revised Budget</i>	<i>FY10 Proposed Budget</i>	<i>FY11 Proposed Budget</i>
<i>Revenue</i>					
<i>Personnel Expense</i>	1,012,923	1,057,182	1,153,995	1,194,322	1,248,068
<i>Operating Expense</i>	1,501,920	1,396,599	1,483,771	1,597,918	1,597,918
<i>Transfers</i>					
<i>Net Operations</i>	2,514,843	2,453,781	2,637,766	2,792,240	2,845,986
<i>STAFFING LEVEL</i>	21	21	20	20	20

Program Budget for Fiscal 2010-11**General Fund**

Department: Information Technology
Section Name: Technical Support
Section Number: 201805

Program Description:

Technical support group provides: County-wide Network Design and Administration; INTERNET and INTRANET Web site Design and Administration; WEB hosting administration for county admin and several elected officials; administration of highly complex large scale Network Server environments; administration of an EXTRANET environment supporting inter-connectivity between multiple government agencies; a high level of detailed technical system design and process analysis; project management; systems administration of purchased and custom systems; vendor contract management; technology consulting to a wide range of internal Shelby County customers; and technology and technical consulting to external government agencies.

Legally Mandated? No **Legal Reference or Statute:**

Goals and Objectives:

Consistently meet and exceed the network service needs and requirements of our customers by continuing to provide the highest quality products and services through the most efficient use of funds and personnel resources; actively seek new technologies to expand the capability level of network and network services.

Service Level Measurements:

	FY07	FY08	FY09
Network infrastructure availability (Nodes, PCs, parts, etc)	3200+	3200+	3600+
Network services (E-mail antivirus, Internet access, etc.)	2100	2100	2500+
Extranet users (Municipalities, FBI, etc.)	270	270	280

Operating Expenses:

ACCOUNT TYPE:	FY07 Actual	FY08 Actual	FY09 Revised Budget	FY10 Proposed Budget	FY11 Proposed Budget
Revenue					
Personnel Expense	1,153,868	1,289,648	1,325,874	1,381,716	1,444,783
Operating Expense	136,294	281,831	299,084	299,084	299,084
Transfers					
Net Operations	1,290,162	1,571,479	1,624,958	1,680,800	1,743,867
STAFFING LEVEL	15	14	14	14	14

Program Budget for Fiscal 2010-11**General Fund**

Department: Information Technology
Section Name: Development Center
Section Number: 201807

Program Description:

In concert with the Development Group I, this office provides a high level of detailed systems and process analysis; custom programming, project management; systems administration of purchased and custom systems; vendor contract management; decision support software, document management and, technology consulting to a wide range of internal Shelby County customers, including the State Criminal Court Clerk, General Sessions Criminal Court Clerk, Mayor's Administration, Shelby County Sheriff, Probate Court Clerk and Shelby County Clerk, as well as outside agencies throughout the region and state. Our software systems provide daily 24 hour support for our customer's automated business functions including Business Tax, Payroll and Personnel, Finance, Marriage License, Motor Vehicle Registration, Criminal Court (GS & State) & Probate Court dockets and case financials, prisoner management for both the Shelby County Jail and the Shelby County Correction Center, Victims Assistance Center. We also support a robust set of system software interfaces between all the systems that combined constitute criminal justice.

Legally Mandated? Yes **Legal Reference or Statute:** IT support for mandated functions

Goals and Objectives:

To continue to provide a consistently high level of automation services to customers, while remaining as cost efficient as possible; to respond to new work requests (first response) within the prescribed time frame set by SLA Committee; to cut paper costs and improve efficiencies by reducing the use of paper by taking advantage of technologies to make reports available electronically. We are also moving toward easier integration of diverse systems through the use of newer technologies such as Web Services.

Service Level Measurements:

	<i>FY07</i>	<i>FY08</i>	<i>FY09</i>
First Response calls made within stated time frame	97.3%	97.3%	98.0%

Operating Expenses:

<i>ACCOUNT TYPE:</i>	<i>FY07 Actual</i>	<i>FY08 Actual</i>	<i>FY09 Revised Budget</i>	<i>FY10 Proposed Budget</i>	<i>FY11 Proposed Budget</i>
<i>Revenue</i>	- 163				
<i>Personnel Expense</i>	1,461,164	1,682,522	1,780,339	1,852,521	1,936,689
<i>Operating Expense</i>	1,178,125	1,046,513	1,177,791	1,177,791	1,177,791
<i>Transfers</i>					
<i>Net Operations</i>	2,639,126	2,729,035	2,958,130	3,030,312	3,114,480
<i>STAFFING LEVEL</i>	17	18	18	18	18

FINANCE

ACCT	DESCRIPTION	FY 06 ACTUAL	FY 07 ACTUAL	FY 08 ACTUAL	FY 09 AMENDED BUDGET	FY 10 PROPOSED BUDGET	FY 11 PROPOSED BUDGET
2025 FINANCE							
42 - Local Revenue		-583,169	-634,969	-657,649	-662,682	-529,359	-548,211
	Revenue	-583,169	-634,969	-657,649	-662,682	-529,359	-548,211
51A - Salaries		2,692,379	2,839,997	2,775,742	2,943,807	2,878,628	2,962,606
52A - Other Compensation		15,935	12,645	9,493	10,000	10,000	10,000
55 - Fringe Benefits		703,420	770,736	764,201	832,585	857,702	943,498
	Salaries & Fringe Benefits	3,411,734	3,623,378	3,549,436	3,786,392	3,746,330	3,916,104
60 - Supplies		43,938	53,793	43,782	64,962	58,451	58,451
64 - Services		12,079	10,229	18,268	19,500	17,000	17,000
66 - Professional & Contracted Services		52,488	25,833	23,014	53,362	33,510	33,510
67 - Rent, Utilities & Maint		42,885	42,252	44,287	43,339	1,400	1,400
68 - Interdepartmental Charges/Expenditu		1,391	2,499	100,572	117,013	100,945	100,945
	Operating & Maintenance	152,781	134,606	229,923	298,176	211,306	211,306
	Expenditures	3,564,515	3,757,984	3,779,359	4,084,568	3,957,636	4,127,410
96 - Operating Transfers In		-357,199	-669	0	-762,024	-300,000	-300,000
	Operating Transfers In	-357,199	-669	0	-762,024	-300,000	-300,000
98 - Operating Transfers Out		58,692	88,280	0	0	0	0
	Operating Transfers Out	58,692	88,280	0	0	0	0
	Transfers	-298,507	87,611	0	-762,024	-300,000	-300,000
FINANCE	TOTAL	2,682,839	3,210,626	3,121,710	2,659,862	3,128,277	3,279,199

Program Budget for Fiscal 2010-11

General Fund

Department: Finance
Section Name: Finance
Section Number: 202501

Program Description:

Accounting is responsible for maintaining the financial records of Shelby County. Services include maintaining a system of internal controls to reasonably ensure the accuracy of the accounting records, preparing the County budget and monitoring compliance, preparing financial reports including the Comprehensive Annual Financial Report (CAFR) and coordinating the annual audit. Related functions include processing and distributing payroll and vendor payments, receiving and recording revenue, monitoring collections of revenue, processing budget adjustments, reviewing all resolutions for financial compliance, and providing all administrative functions related to debt management. Accounting works with all departments to provide accounting assistance and guidance as needed.

Legally Mandated? Yes **Legal Reference or Statute:** County Charter

Goals and Objectives:

The goals and objectives of Accounting are to maintain accurate and complete financial records, to provide meaningful data in usable formats to facilitate sound decision making, to serve as a financial resource to all departments, and to improve efficiency and effectiveness through continued conversion to electronic media.

Service Level Measurements:

	FY07	FY08	FY09
Accounts Payable checks/wires	21,011	21,440	22,500
Payroll disbursements	155,538	156,146	155,216
Journal entries/budget transfers	3,225/1015	3432/1,219	3600/1250

Operating Expenses:

ACCOUNT TYPE:	FY07 Actual	FY08 Actual	FY09 Revised Budget	FY10 Proposed Budget	FY11 Proposed Budget
Revenue					
Personnel Expense	2,071,084	2,056,146	2,355,041	2,458,472	2,569,777
Operating Expense	40,832	113,941	130,073	130,073	130,073
Transfers	- 523				
Net Operations	2,111,393	2,170,087	2,485,114	2,588,545	2,699,850
STAFFING LEVEL	32	32	34	34	34

Program Budget for Fiscal 2010-11**General Fund**

Department: Finance
Section Name: Employee Benefits
Section Number: 202503

Program Description:

Employee Benefits is responsible for the administration and communication of the County's benefit programs. These benefits include health, life and long term disability insurance. In addition, voluntary programs such as dental, cancer, additional life, accidental death and dismemberment and short term disability insurance are available to employees. The Employee Benefits department is also responsible for the bidding and design of current and new benefit offerings for competitiveness and cost containment purposes. Vendor selection, design changes to existing programs and adoption of any new benefits are reviewed by the Unified Personnel Policy Committee (UPPC) and submitted to the Shelby County Board of Commissioners for approval.

Legally Mandated? Yes **Legal Reference or Statute:**

Goals and Objectives:

To provide quality benefits and service to Shelby County employees and retirees at a reasonable cost and in a timely and efficient manner.

Service Level Measurements:

	<i>FY07</i>	<i>FY08</i>	<i>FY09</i>
Average number of employees served	6,500	6,350	6,200
Number of benefit changes processed	5,600	5,750	5,900

Operating Expenses:

ACCOUNT TYPE:	FY07 Actual	FY08 Actual	FY09 Revised Budget	FY10 Proposed Budget	FY11 Proposed Budget
Revenue		- 303			
Personnel Expense	282,326	310,763	343,556	358,724	374,877
Operating Expense	3,060	12,700	18,400	18,400	18,400
Transfers					
Net Operations	285,386	323,160	361,956	377,124	393,277
STAFFING LEVEL	5	5	5	5	5

Program Budget for Fiscal 2010-11

General Fund

Department: Finance
Section Name: Retirement
Section Number: 202507

Program Description:

The Retirement office is responsible for administration of the retirement system for active and retired Shelby County employees. This office directs the investment and benefit payments of retirement fund assets, maintains historical records for each employee, determines eligibility and benefit amounts for retirees, and provides the Retirement Board with information and records retention. This office also handles cases of permanent employee disability.

Legally Mandated? No **Legal Reference or Statute:**

Goals and Objectives:

To maintain and administer a fully funded employee retirement plan with an investment return of 8.25%.

Service Level Measurements:

	FY07	FY08	FY09
Number of active participants	6,472	6,195	6,000
Number of retired participants	2,602	2,752	2,900
Value of benefits paid	\$41,847,168	\$46,444,510	\$50,000,000

Operating Expenses:

			FY09 Revised Budget	FY10 Proposed Budget	FY11 Proposed Budget
ACCOUNT TYPE:	FY07 Actual	FY08 Actual			
Revenue	- 465,434	- 505,666	- 512,682	- 529,359	- 548,211
Personnel Expense	466,185	484,866	499,860	516,020	538,931
Operating Expense	723	771	4,000	4,000	4,000
Transfers					
Net Operations	1,474	- 20,029	- 8,822	- 9,339	- 5,280
STAFFING LEVEL	7	7	7	7	7

Program Budget for Fiscal 2010-11**General Fund**

Department: Finance
Section Name: Employee Assistance Program
Section Number: 202508

Program Description:

Employee Assistance services will be outsourced to a private contractor effective December 2008.

Legally Mandated? No **Legal Reference or Statute:**

Goals and Objectives:

To assist employees in resolving personal or emotional problems that may impact their health, welfare, relationships and work performance.

Service Level Measurements:

	FY07	FY08	FY09
Number of clients seen	2,470		
Behavioral Health claims processed by staff	4,170		
Potential client base served	30,000+		

Operating Expenses:

			FY09 Revised Budget	FY10 Proposed Budget	FY11 Proposed Budget
ACCOUNT TYPE:	FY07 Actual	FY08 Actual			
Revenue	- 169,535	- 151,680	- 150,000		
Personnel Expense	437,209	320,291	191,020		
Operating Expense	48,527	67,472	86,870		
Transfers	88,134		- 462,024		
Net Operations	404,335	236,083	- 334,134		
STAFFING LEVEL	8	8	6		

Program Budget for Fiscal 2010-11

General Fund

Department: Finance
Section Name: Risk Management
Section Number: 202516

Program Description:

Risk Management administers Shelby County's program to care for employees who may have been injured or become ill because of their jobs. The Risk Management group works with the employees, physicians, and management from first report of incident through all medical care and follow-up, as well as keeping detailed computer records of each case. Other functions include administration and enforcement of Occupational Safety and Health Administration (OSHA) regulations, including annual employee training and inspections of about 150 County-operated facilities to assure compliance, employee drug testing, and coordination of activities related to the Americans with Disabilities Act.

Legally Mandated? Yes **Legal Reference or Statute:** ADA Act; Occupational Safety and Health Administration Act

Goals and Objectives:

To work closely with all departments to provide a safe work environment to minimize on-the-job injuries, exposure to liability and resulting claims costs; to effectively and efficiently provide for those employees injured on the job.

Service Level Measurements:

	FY07	FY08	FY09
Injuries reported	1,061	1,105	1,050
Claims costs	\$1,074,582	\$1,277,302	\$1,000,000

Operating Expenses:

ACCOUNT TYPE:	FY07 Actual	FY08 Actual	FY09 Revised Budget	FY10 Proposed Budget	FY11 Proposed Budget
Revenue					
Personnel Expense	366,574	377,370	396,915	413,114	432,519
Operating Expense	41,464	35,039	58,833	58,833	58,833
Transfers			- 300,000	- 300,000	- 300,000
Net Operations	408,038	412,409	155,748	171,947	191,352
STAFFING LEVEL	7	7	6	6	6

BOARD OF EQUALIZATION

ACCT	DESCRIPTION	FY 06 ACTUAL	FY 07 ACTUAL	FY 08 ACTUAL	FY 09 AMENDED BUDGET	FY 10 PROPOSED BUDGET	FY 11 PROPOSED BUDGET
2028 BOARD OF EQUALIZATION							
42 - Local Revenue		-220,229	-115,910	-173,865	0	0	0
	Revenue	-220,229	-115,910	-173,865	0	0	0
51A - Salaries		236,528	264,662	279,955	278,818	287,183	295,798
55 - Fringe Benefits		64,343	80,320	88,572	108,472	113,245	124,414
	Salaries & Fringe Benefits	300,871	344,982	368,527	387,290	400,428	420,212
60 - Supplies		6,091	7,427	4,827	8,000	8,000	8,000
64 - Services		139,360	32,916	43,934	55,053	55,053	55,053
66 - Professional & Contracted Services		2,950	350	0	5,000	5,000	5,000
67 - Rent, Utilities & Maint		0	179	0	0	0	0
68 - Interdepartmental Charges/Expenditu		14,367	9,030	7,116	9,757	9,757	9,757
	Operating & Maintenance	162,768	49,902	55,877	77,810	77,810	77,810
	Expenditures	463,639	394,884	424,404	465,100	478,238	498,022
BOARD OF EQUALIZATION	TOTAL	243,410	278,974	250,539	465,100	478,238	498,022

Program Budget for Fiscal 2010-11**General Fund**

Department: Board of Equalization
Section Name: Board of Equalization
Section Number: 202801

Program Description:

The Board of Equalization is mandated to hear all appeals filed by property owners of disputed real estate and personal property taxes assessed by the Shelby County Assessor of Property. The Board is comprised of nine (9) members elected by the Memphis City Council (3), County Commission (3), and the municipalities of Bartlett (1), Collierville (1), and Germantown (1).

Legally Mandated? Yes **Legal Reference or Statute:** TCA 67-1-401 and TCA 67-5-1401

Goals and Objectives:

To hear all taxpayer appeals in an expeditious and cost effective manner.

Service Level Measurements:**FY07****FY08****FY09**

Tax appeals filed	4610		
Reductions granted	1500		

Operating Expenses:

ACCOUNT TYPE:	FY07 Actual	FY08 Actual	FY09 Revised Budget	FY10 Proposed Budget	FY11 Proposed Budget
Revenue	- 115,910	- 173,865			
Personnel Expense	344,982	368,527	387,290	400,428	420,212
Operating Expense	49,902	55,877	77,810	77,810	77,810
Transfers					
Net Operations	278,974	250,539	465,100	478,238	498,022
STAFFING LEVEL	9	9	9	9	9

ELECTION COMMISSION

ACCT	DESCRIPTION	FY 06 ACTUAL	FY 07 ACTUAL	FY 08 ACTUAL	FY 09 AMENDED BUDGET	FY 10 PROPOSED BUDGET	FY 11 PROPOSED BUDGET
2029 ELECTION COMMISSION							
42 - Local Revenue		-134,902	-14,800	-1,169,424	-84,200	-163,963	-195,963
43 - State Revenue		-307,188	-353,200	-747,181	-65,250	-18,000	-18,000
47 - Other Revenue		-2,493	-2,308	-2,128	-2,400	-2,400	-2,200
Revenue		-444,583	-370,308	-1,918,733	-151,850	-184,363	-216,163
51A - Salaries		1,175,420	1,886,231	1,816,149	2,375,468	1,659,471	2,504,103
52A - Other Compensation		67,103	218,190	126,369	199,165	141,438	231,438
55 - Fringe Benefits		234,673	316,018	330,319	390,815	367,842	446,093
56A - Salary Restriction		0	0	0	-50,000	-50,000	-50,000
Salaries & Fringe Benefits		1,477,196	2,420,439	2,272,837	2,915,448	2,118,751	3,131,634
60 - Supplies		94,049	98,328	325,026	226,845	294,195	331,997
64 - Services		218,997	435,251	370,330	436,006	307,356	523,356
66 - Professional & Contracted Services		64,628	140,859	105,697	147,992	143,130	205,130
67 - Rent, Utilities & Maint		248,440	312,594	181,668	288,663	252,580	326,971
68 - Interdepartmental Charges/Expenditu		301,398	534,442	417,214	583,639	417,889	630,889
70 - Asset Acquisitions		0	36,374	0	13,420	13,420	13,420
Operating & Maintenance		927,512	1,557,848	1,399,935	1,696,565	1,428,570	2,031,763
Expenditures		2,404,708	3,978,287	3,672,772	4,612,013	3,547,321	5,163,397
ELECTION COMMISSION	TOTAL	1,960,125	3,607,979	1,754,039	4,460,163	3,362,958	4,947,234

Program Budget for Fiscal 2010-11**General Fund**

Department: Election Commission
Section Name: Administration
Section Number: 202901

Program Description:

This program provides voter/candidate services to all citizens and candidates filing for office in Shelby County. Registration applications are received from various sources for processing, maintained within the election system data base, and voter records are updated as needed. Candidate services include issuing and filing nominating petitions, financial statements, requests for various voter information to be used by campaigns and other resources available to candidates and elected officials. This program is required to provide supplemental voter registration programs in the community and area high schools. Tennessee Code Annotated Title 2 justifies the need for an administrator of elections in each county in the State of Tennessee.

Legally Mandated? Yes **Legal Reference or Statute:** Tennessee Code Annotated Title 2

Goals and Objectives:

To register qualified voters, regulate all elections by the people, preserve and secure the purity of the ballot, insure that voter records are in the proper voting precinct, and encourage internal improvements by providing uniform procedures for elections that provide all qualified registered voters the opportunity to participate in the electoral process.

Service Level Measurements:

	FY07	FY08	FY09
Number of registered voters	610,807	625,577	653,451
Number of applications processed/changed	75,210	56,379	43,022
Number of customer requests	514	84	68

Operating Expenses:

ACCOUNT TYPE:	FY07 Actual	FY08 Actual	FY09 Revised Budget	FY10 Proposed Budget	FY11 Proposed Budget
Revenue	- 62,150	- 114,570	- 25,200	- 25,200	- 25,200
Personnel Expense	820,922	879,281	1,012,990	1,053,410	1,101,137
Operating Expense	474,035	571,728	599,588	654,588	654,588
Transfers					
Net Operations	1,232,807	1,336,439	1,587,378	1,682,798	1,730,525
STAFFING LEVEL	20	20	19	19	19

Program Budget for Fiscal 2010-11**General Fund**

Department: Election Commission
Section Name: Voting Machines
Section Number: 202902

Program Description:

Responsibilities are to service and maintain voting machines through a program of preventive and systematic maintenance; to ascertain that each voting unit is programmed with the representative ballot for each precinct to assure the validity of voting results; to make available accessible voting sites for voters by securing and confirming suitable polling locations; to recruit, train and assign election officials to staff each Early Voting and election day polling site with qualified personnel; to lend support to public and private institutions conducting voter education programs and private elections; to protect and preserve a history of voter participation through controlled storage and retrieval of voting documents.

Legally Mandated? Yes **Legal Reference or Statute:** Title 2, Chapters 3, 4, 5, 7& 9-2

Goals and Objectives:

To ensure a high standard of reliability, dependability and confidence in voting systems and the electoral process through qualitative maintenance, testing and equipment modernization programs; to have in place a modern, highly trained and balanced workforce by the 2008 election year cycle.

Service Level Measurements:

	FY07	FY08	FY09
Voting machines prepared for each election	1100-1200	1100-1200	Above 1300
Polling locations confirmed (includes early voting)	289	293	293
Election officials recruited and trained	3,403	1700-1800	1700-1800

Operating Expenses:

ACCOUNT TYPE:	FY07 Actual	FY08 Actual	FY09 Revised Budget	FY10 Proposed Budget	FY11 Proposed Budget
Revenue	- 2,308	- 2,128	- 2,400	- 2,400	- 2,200
Personnel Expense	287,075	285,317	302,725	309,783	322,462
Operating Expense	118,481	148,138	190,500	191,892	193,283
Transfers					
Net Operations	403,248	431,327	490,825	499,275	513,545
STAFFING LEVEL	6	6	7	6	6

Program Budget for Fiscal 2010-11**General Fund**

Department: Election Commission
Section Name: March (May) Election
Section Number: 202903

Program Description:

The County Primary for local offices will be held on May 4, 2010.

Legally Mandated? Yes **Legal Reference or Statute:** TCA 2-13-203 & 205

Goals and Objectives:

To register qualified voters, to preserve and secure the purity of the ballot, to regulate the electoral process and provide the opportunity for all qualified registered voters to participate.

Service Level Measurements:

	<i>FY07</i>	<i>FY08</i>	<i>FY09</i>
Registered voters	610,807	611,742	632,105
Voter participation		147,679	
Voter participation %		24.1%	

Operating Expenses:

<i>ACCOUNT TYPE:</i>	<i>FY07 Actual</i>	<i>FY08 Actual</i>	<i>FY09 Revised Budget</i>	<i>FY10 Proposed Budget</i>	<i>FY11 Proposed Budget</i>
<i>Revenue</i>		- 636,228			
<i>Personnel Expense</i>		415,785		713,787	
<i>Operating Expense</i>		314,198		467,098	
<i>Transfers</i>					
<i>Net Operations</i>		93,755		1,180,885	
<i>STAFFING LEVEL</i>		0		0	

Program Budget for Fiscal 2010-11**General Fund**

Department: Election Commission
Section Name: August Election
Section Number: 202904

Program Description:

The August 5, 2010 Election is the regularly scheduled State and Federal Primary/General Election and the Shelby County General Election.

Legally Mandated? Yes **Legal Reference or Statute:** TCA, Title 2

Goals and Objectives:

To register qualified voters, regulate all elections by the people, preserve and secure the purity of the ballot, and encourage internal improvements by providing uniform procedures for elections, which provide the opportunity for all qualified registered voters to participate in the electoral process.

Service Level Measurements:

	FY07	FY08	FY09
Registered voters	610,807	625,627	653,451
Voter participation	106,441		
Voter participation %	17.4%		

Operating Expenses:

ACCOUNT TYPE:	FY07 Actual	FY08 Actual	FY09 Revised Budget	FY10 Proposed Budget	FY11 Proposed Budget
Revenue			- 2,000		- 2,000
Personnel Expense	627,969		727,691		744,222
Operating Expense	434,145		474,865		529,200
Transfers					
Net Operations	1,062,114		1,200,556		1,271,422
STAFFING LEVEL	0		0		0

Program Budget for Fiscal 2010-11**General Fund**

Department: Election Commission
Section Name: October Election
Section Number: 202905

Program Description:

The October Election is the regularly scheduled Memphis Municipal and Run-Off Elections for fiscal year 2008, which will be held in October 2007. The run-off election occurs in November five weeks following the regular municipal election. The October election is held to elect the mayor, members of the city council, and other officers of municipal government, such as the clerk and municipal judges. A run-off election is held for any city council position where no candidate receives more than fifty percent (50%) of the votes cast in that office.

Legally Mandated? Yes **Legal Reference or Statute:** City Charter

Goals and Objectives:

Goals and objectives are to register qualified voters, to preserve and secure the purity of the ballot, to regulate the electoral process and provide the opportunity for all qualified registered voters to participate.

Service Level Measurements:

	FY07	FY08	FY09
Registered voters	610,807	625,627	653,451
Polling locations	106,441		
Voter participation	293		

Operating Expenses:

ACCOUNT TYPE:	FY07 Actual	FY08 Actual	FY09 Revised Budget	FY10 Proposed Budget	FY11 Proposed Budget
Revenue		- 1,073,007			
Personnel Expense		680,942			
Operating Expense		337,525			
Transfers					
Net Operations		- 54,540			
STAFFING LEVEL		0			

Program Budget for Fiscal 2010-11**General Fund**

Department: Election Commission
Section Name: November Election
Section Number: 202906

Program Description:

The November 2, 2010 Election is the regularly scheduled election for the State and Federal General, Bartlett, Collierville, Germantown and Memphis Municipal Elections. In addition, there may be run-off elections for Collierville and Memphis Municipals on December 7, 2010.

Legally Mandated? Legal Reference or Statute:**Goals and Objectives:**

The goals and objectives are to register qualified voters, regulate all elections by the people, preserve and secure the purity of the ballot, and encourage internal improvements by providing uniform procedures for elections, which provide the opportunity for all qualified registered voters to participate in the electoral process

Service Level Measurements:**FY07****FY08****FY09**

Number of registered voters	610,807		
Voter participation	106,441		
Voter participation %	17.4%		

Operating Expenses:

ACCOUNT TYPE:	FY07 Actual	FY08 Actual	FY09 Revised Budget	FY10 Proposed Budget	FY11 Proposed Budget
Revenue	- 11,030		- 75,000		- 30,000
Personnel Expense	513,652		872,042		922,042
Operating Expense	408,936		384,362		539,700
Transfers					
Net Operations	911,558		1,181,404		1,431,742
STAFFING LEVEL	0		0		0

Program Budget for Fiscal 2010-11**General Fund**

Department: Election Commission
Section Name: Special Election
Section Number: 202907

Program Description:

Legally Mandated? No **Legal Reference or Statute:**

Goals and Objectives:**Service Level Measurements:****FY07****FY08****FY09**

Operating Expenses:

ACCOUNT TYPE:	FY07 Actual	FY08 Actual	FY09 Revised Budget	FY10 Proposed Budget	FY11 Proposed Budget
<i>Revenue</i>	- 294,820	- 92,800	- 47,250	- 156,763	- 156,763
<i>Personnel Expense</i>	170,821	11,512		41,771	41,771
<i>Operating Expense</i>	122,251	28,346	47,250	114,992	114,992
<i>Transfers</i>					
<i>Net Operations</i>	- 1,748	- 52,942			
STAFFING LEVEL	0	0	0	0	0

DIVISION OF ADMINISTRATION & FINANCE



SPECIAL REVENUE FUNDS

HOTEL MOTEL TAX FUND REPORT

DESCRIPTION	FY 06 ACTUAL	FY 07 ACTUAL	FY 08 ACTUAL	FY 09 AMENDED BUDGET	FY 10 PROPOSED BUDGET	FY 11 PROPOSED BUDGET
41 - Local Taxes	-12,377,312	-12,670,660	-14,080,417	-12,700,000	-14,300,000	-14,400,000
43 - State Revenue	-8,003,916	-9,162,801	-9,483,356	-9,000,000	-10,000,000	-10,000,000
47 - Other Revenue	0	0	-424,453	0	-400,000	-500,000
Revenue	-20,381,228	-21,833,461	-23,988,226	-21,700,000	-24,700,000	-24,900,000
69 - Intergovernmental Expenditures	395,800	397,233	397,716	398,314	399,533	401,270
Operating & Maintenance	395,800	397,233	397,716	398,314	399,533	401,270
80 - Debt Services	0	0	0	0	4,055,862	5,100,050
Debt Services	0	0	0	0	4,055,862	5,100,050
89 - Special Funded Projects	9,694,479	12,868,738	12,147,759	15,324,499	13,438,616	12,639,648
Special Funded Projects	9,694,479	12,868,738	12,147,759	15,324,499	13,438,616	12,639,648
Expenditures	10,090,279	13,265,971	12,545,475	15,722,813	17,894,011	18,140,968
999 - Planned Fund Balance Change	0	0	0	-14,122	0	0
Planned Fund Balance Change	0	0	0	-14,122	0	0
Planned Fund Balance Change	0	0	0	-14,122	0	0
98 - Operating Transfers Out	6,132,316	6,366,212	6,079,542	5,991,309	6,805,989	6,759,032
Operating Transfers Out	6,132,316	6,366,212	6,079,542	5,991,309	6,805,989	6,759,032
Transfers	6,132,316	6,366,212	6,079,542	5,991,309	6,805,989	6,759,032
TOTAL	-4,158,633	-2,201,278	-5,363,209	0	0	0

Program Budget for Fiscal 2010-11**Special Revenue Fund**

Fund Name: HOTEL MOTEL TAX FUND
Section Name: Hotel-Motel Tax
Section Number: 073-201201

Program Description:

A 5% tax is collected on revenue from hotel and motel room rentals. This tax is required to be used to pay debt service on debt issued for the Convention Center, to subsidize operation of the Convention Center, and to provide funding for the Convention and Visitor's Bureau as provided by State law.

Legally Mandated? Yes **Legal Reference or Statute:**

Goals and Objectives:

To provide funding for the promotion of tourism and conventions in Shelby County.

Service Level Measurements:**FY07****FY08****FY09**

Operating Expenses:

	FY07 Actual	FY08 Actual	FY09 Revised Budget	FY10 Proposed Budget	FY11 Proposed Budget
ACCOUNT TYPE:					
Revenue	- 21,833,461	- 23,988,226	- 21,700,000	- 24,700,000	- 24,900,000
Personnel Expense					
Operating Expense	13,265,971	12,545,475	15,708,691	17,894,011	18,140,968
Transfers	6,366,212	6,079,542	5,991,309	6,805,989	6,759,032
Net Operations	- 2,201,278	- 5,363,209	-	-	-
STAFFING LEVEL	0	0	0	0	0

CAR RENTAL TAX FUND REPORT

DESCRIPTION	FY 06 ACTUAL	FY 07 ACTUAL	FY 08 ACTUAL	FY 09 AMENDED BUDGET	FY 10 PROPOSED BUDGET	FY 11 PROPOSED BUDGET
41 - Local Taxes	-1,882,050	-1,721,830	-2,082,703	-2,000,000	-2,000,000	-2,000,000
Revenue	-1,882,050	-1,721,830	-2,082,703	-2,000,000	-2,000,000	-2,000,000
89 - Special Funded Projects	1,882,050	1,721,830	2,000,000	2,000,000	2,000,000	2,000,000
Special Funded Projects	1,882,050	1,721,830	2,000,000	2,000,000	2,000,000	2,000,000
Expenditures	1,882,050	1,721,830	2,000,000	2,000,000	2,000,000	2,000,000
TOTAL	0	0	-82,703	0	0	0

Program Budget for Fiscal 2010-11**Special Revenue Fund**

Fund Name: CAR RENTAL TAX FUND
Section Name: Car Rental Tax
Section Number: 074-201201

Program Description:

This fund accounts for the collection of the car rental tax designated for funding of the NBA arena. Amounts collected are paid to the Sports Authority for payment of debt service.

Legally Mandated? Yes **Legal Reference or Statute:**

Goals and Objectives:

To provide funding for the NBA Arena.

Service Level Measurements:**FY07****FY08****FY09**

Operating Expenses:

ACCOUNT TYPE:	FY07 Actual	FY08 Actual	FY09 Revised Budget	FY10 Proposed Budget	FY11 Proposed Budget
Revenue	- 1,721,830	- 2,082,703	- 2,000,000	- 2,000,000	- 2,000,000
Personnel Expense					
Operating Expense	1,721,830	2,000,000	2,000,000	2,000,000	2,000,000
Transfers					
Net Operations	-	- 82,703	-	-	-
STAFFING LEVEL	0	0	0	0	0

ECONOMIC DEVELOPMENT FUND REPORT

DESCRIPTION	FY 06 ACTUAL	FY 07 ACTUAL	FY 08 ACTUAL	FY 09 AMENDED BUDGET	FY 10 PROPOSED BUDGET	FY 11 PROPOSED BUDGET
47 - Other Revenue	0	0	-38,204	0	0	0
Revenue	0	0	-38,204	0	0	0
66 - Professional & Contracted Services	0	0	10,000	500,000	0	0
Operating & Maintenance	0	0	10,000	500,000	0	0
90 - Grants	0	0	1,903,725	1,225,000	1,225,000	1,225,000
Grants	0	0	1,903,725	1,225,000	1,225,000	1,225,000
Expenditures	0	0	1,913,725	1,725,000	1,225,000	1,225,000
999 - Planned Fund Balance Change	0	0	0	-725,000	-225,000	-225,000
Planned Fund Balance Change	0	0	0	-725,000	-225,000	-225,000
Planned Fund Balance Change	0	0	0	-725,000	-225,000	-225,000
96 - Operating Transfers In	0	-1,000,000	-2,500,000	-1,000,000	-1,000,000	-1,000,000
Operating Transfers In	0	-1,000,000	-2,500,000	-1,000,000	-1,000,000	-1,000,000
Transfers	0	-1,000,000	-2,500,000	-1,000,000	-1,000,000	-1,000,000
TOTAL	0	-1,000,000	-624,479	0	0	0

Program Budget for Fiscal 2010-11**Special Revenue Fund**

Fund Name: ECONOMIC DEVELOPMENT FUND
Section Name: Economic Development
Section Number: 092-201201

Program Description:

The Economic Development Fund was established to achieve an increase in living standards that will also promote an increase in per capita income, better education and health and improved environment protection. Programs that received funding during FY08 included LeMoyne Owen CDC, the Family Safety Center, MIFA's Parenting Institute, Shelby County Books from Birth, the Prison Re-Entry program and the Fast Forward Program.

Legally Mandated? No **Legal Reference or Statute:**

Goals and Objectives:

In FY2009 the Economic Development fund will provide funding for: Family Safety Center, MIFA's Parenting Institute, Shelby County Books from Birth and Prison Re-entry programs.

Service Level Measurements:**FY07****FY08****FY09**

Operating Expenses:

ACCOUNT TYPE:	FY07 Actual	FY08 Actual	FY09 Revised Budget	FY10 Proposed Budget	FY11 Proposed Budget
Revenue		- 38,204			
Personnel Expense					
Operating Expense		1,913,725	1,000,000	1,000,000	1,000,000
Transfers	- 1,000,000	- 2,500,000	- 1,000,000	- 1,000,000	- 1,000,000
Net Operations	- 1,000,000	- 624,479	-	-	-
STAFFING LEVEL	0	0	0	0	0

DIVISION OF ADMINISTRATION & FINANCE



INTERNAL SERVICE FUND

INTERNAL SERVICES FUND - TELECOMMUNICATIONS

DESCRIPTION	FY 06 ACTUAL	FY 07 ACTUAL	FY 08 ACTUAL	FY 09 AMENDED BUDGET	FY 10 PROPOSED BUDGET	FY 11 PROPOSED BUDGET
42 - Local Revenue	-3,460,450	-3,794,149	-4,113,894	-4,376,382	-4,518,139	-4,557,261
Revenue	-3,460,450	-3,794,149	-4,113,894	-4,376,382	-4,518,139	-4,557,261
51A - Salaries	190,109	225,968	166,671	229,123	145,820	150,195
52A - Other Compensation	6,820	-1,254	2,985	0	0	0
55 - Fringe Benefits	51,873	60,084	36,808	61,119	43,070	47,430
Salaries & Fringe Benefits	248,802	284,798	206,464	290,242	188,890	197,625
60 - Supplies	35,811	60,814	97,880	106,833	143,850	143,850
64 - Services	299	8,062	21,877	34,800	34,800	34,800
66 - Professional & Contracted Services	469,559	16,883	0	256,725	130,000	130,000
67 - Rent, Utilities & Maint	2,894,631	3,670,269	3,413,558	3,326,682	3,589,973	3,411,783
68 - Interdepartmental Charges/Expenditu	30	149	0	0	1,400	1,640
70 - Asset Acquisitions	38,168	52,491	102,555	361,100	429,226	637,563
Operating & Maintenance	3,438,498	3,808,668	3,635,870	4,086,140	4,329,249	4,359,636
Expenditures	3,687,300	4,093,466	3,842,334	4,376,382	4,518,139	4,557,261
96 - Operating Transfers In	0	-800,000	0	0	0	0
Operating Transfers In	0	-800,000	0	0	0	0
Transfers	0	-800,000	0	0	0	0
TOTAL	226,850	-500,683	-271,560	0	0	0

Program Budget for Fiscal 2010-11**Internal Service Fund**

Fund Name: INTERNAL SERVICES
Section Name: Telecommunications
Section Number: 961-201501

Program Description:

Telecommunications functions as a section within Central IT, and is managed by the CIT Customer Support Manager. This department is responsible for the provisioning and maintenance of voice, data and video communication circuits for all Shelby County Offices, and six City of Memphis departments through five primary and nineteen secondary PBX and key-switched systems. Telecom is also responsible for the acquisition and maintenance of all wireless devices, such as pagers, cell phones, PDA's cellular modems, GPS tracking and vehicle location devices. Telecom manages vendor maintenance and Move/Add/Change activities on inmate phone systems at the Corrections Center, Jail and Women's Jail East.

Legally Mandated? Legal Reference or Statute:**Goals and Objectives:****Service Level Measurements:**

	FY07	FY08	FY09
Total service request calls received by the Help Desk	1961	5,194	5,200
Total calls closed as 'First Call Resolution'	70	2,314 (44.5%)	2,300 (44%)
SLA 'First Response' metric met	94%	94%	94%

Operating Expenses:

ACCOUNT TYPE:	FY07 Actual	FY08 Actual	FY09 Revised Budget	FY10 Proposed Budget	FY11 Proposed Budget
Revenue	- 3,794,149	- 4,113,894	- 4,376,382	- 4,518,139	- 4,557,261
Personnel Expense	284,798	206,464	290,242	188,890	197,625
Operating Expense	3,808,668	3,635,870	4,086,140	4,329,249	4,359,636
Transfers	- 800,000				
Net Operations	- 500,683	- 271,560	-	-	-
STAFFING LEVEL	6	4	4	3	3

DIVISION OF ADMINISTRATION & FINANCE



GRANT FUNDS

The Office of Preparedness administers the following grants:

- ***Urban Areas Security Initiative (UASI) Program***
The UASI program focuses on the unique planning, equipment, training and exercise needs of high-threat, high density urban areas. It assists them in building sustainable capacity to prevent, protect, respond and recover from acts of terrorism and natural disasters.
- ***Law Enforcement Terrorism Prevention Program (LETPP)***
LETPP provides resources to law enforcement and public safety communities to support critical terrorism prevention activities, including establishing and enhancing fusion centers and collaboration with non-law enforcement partners, other government agencies and the private sector.
- ***Metropolitan Medical Response System (MMRS) Program***
MMRS funds support local preparedness efforts to respond to all-hazards mass causality incidents, including CBRNE terrorism, epidemic disease outbreaks, natural disasters and large scale hazardous materials incidents.
- ***Citizen Corps Program (CCP)***
The Citizen Corps mission is to bring community and government leaders together to coordinate community involvement in emergency preparedness, planning, mitigation, response and recovery.

All grants are 100% federally funded. They are pass-thru to Shelby County Government from the Tennessee Emergency Management Agency (TEMA).

CAO

ACCT	DESCRIPTION	FY 07 ACTUAL	FY 08 ACTUAL	FY 08 ACTUAL	FY 09 AMENDED BUDGET	FY 10 PROPOSED BUDGET	FY 11 PROPOSED BUDGET
2003 CAO							
43 - State Revenue		-9,906,234	-5,441,576	-4,236,561	-6,807,466	-11,194,138	-11,204,883
	Revenue	-9,906,234	-5,441,576	-4,236,561	-6,807,466	-11,194,138	-11,204,883
51A - Salaries		302,261	243,945	274,135	276,641	284,645	293,187
52A - Other Compensation		4,940	3,173	0	0	0	0
55 - Fringe Benefits		72,944	64,830	77,156	78,650	86,259	94,923
	Salaries & Fringe Benefits	380,145	311,948	351,291	355,291	370,904	388,110
60 - Supplies		6,416,156	3,526,757	2,496,085	1,958,356	2,619,644	2,619,644
64 - Services		169,429	301,349	394,860	28,202	83,788	83,788
66 - Professional & Contracted Services		514,574	275,179	319,803	4,282,622	8,084,802	8,078,341
67 - Rent, Utilities & Maint		280,215	0	0	0	0	0
68 - Interdepartmental Charges/Expenditu		2,916	20,092	224	35,000	35,000	35,000
70 - Asset Acquisitions		2,142,799	1,018,648	662,137	0	0	0
	Operating & Maintenance	9,526,089	5,142,025	3,873,109	6,304,180	10,823,234	10,816,773
	Expenditures	9,906,234	5,453,973	4,224,400	6,659,471	11,194,138	11,204,883
96 - Operating Transfers In		0	-735,542	-12,286	0	0	0
	Operating Transfers In	0	-735,542	-12,286	0	0	0
98 - Operating Transfers Out		0	476,695	24,445	147,995	0	0
	Operating Transfers Out	0	476,695	24,445	147,995	0	0
	Transfers	0	-258,847	12,159	147,995	0	0
CAO	TOTAL	0	-246,450	-2	0	0	0

CENTRAL OPERATIONS

ACCT	DESCRIPTION	FY 07 ACTUAL	FY 08 ACTUAL	FY 08 ACTUAL	FY 09 AMENDED BUDGET	FY 10 PROPOSED BUDGET	FY 11 PROPOSED BUDGET
2012 CENTRAL OPERATIONS							
96 - Operating Transfers In		-1,500,000	0	0	0	0	0
	Operating Transfers In	-1,500,000	0	0	0	0	0
98 - Operating Transfers Out		0	0	1,500,000	0	0	0
	Operating Transfers Out	0	0	1,500,000	0	0	0
	Transfers	-1,500,000	0	1,500,000	0	0	0
CENTRAL OPERATIONS	TOTAL	-1,500,000	0	1,500,000	0	0	0